Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday 18 November 2026 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Davey, Laight, Kyprianou (Chair)
Absent:
In attendance: Abigail Williams (Clerk), Maureen Brierley (RMRG), Steve Pitman (Warden), Keith Rudge (Conservation Warden), Chris Selway (Allotment Association)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA126/2627 To receive and approve apologies for absence

Apologies received from Cllr Clark with acceptable reasons given.
It was RESOLVED to accept those apologies.
Proposed by Cllr Alexander, seconded by Cllr Davey. All in favour.

MA127/2627 To receive any Declarations of Interest and Dispensations

a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate

Cllr Alexander declared an interest in item MA138/2627a). Dispensation granted to remain for the discussion but not vote.

MA128/2627 To approve the minutes of the Maintenance Committee Meeting held on 21 October 2026.
Noting removal of duplication on page three.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 21 October 2026 as an accurate record.
Proposed by Cllr Alexander, seconded Cllr Barnes.
For: Cllrs Alexander, Barnes, Laight, Kyprianou
Against:
Abstain: Cllr Davey

MA129/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA130/2627 Finance Matters:

a) To consider a finance report on expenditure within the committee's remit.

Report received.

b) To note parish van booked for full service and MOT on 17 December 2026. Costs estimates do not include any works that are identified during the service.

Quote noted. ACTION: Van to be scheduled for full service annually. It was also noted that a reserve should be created to cover replacement of the van and built up over time.

c) To receive any other updates and consider actions.

None received.

MA131/2627 Conservation Matters:

a) To receive the EA Monthly situation report for October 2026.

Report was noted.

b) To receive a report from the River Mel Restoration Group (RMRG).

RMRG gave a verbal report. RMRG are celebrating 20 years of proactive work on protecting our waterways. Monthly working parties and sampling continue. RMRG are in talks with Melbourn Energy Superloop to raise their concerns and further understand the impact the data centre could have on the River Mel and surrounding habitats. RMRG are concerned around the impact any rise in ground temperature could have on the delicate ecology. ACTION: Office to forward information on Environmental Impact Assessment and future planning application when available.

c) To receive any other updates and consider actions.

None received.

MA132/2627 Stockbridge Meadows:

a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.

Stockbridge Meadows Volunteers and Conservation Warden gave a verbal report. Purchase of elm trees should go ahead as approved. It was noted that a large rabbit warren was causing issue on open ground. ACTION: Office to contact pest control to look at options for controlling this warren.

b) To consider quote for works to prepare reed beds for improvement project as agreed under item PC113/2627a).

It was RESOLVED to approve proceeding with quotation for preparation of the reed beds at a cost of £1,995.
Proposed Cllr Barnes, seconded Cllr Alexander. All in favour.

c) To update on meeting with Cambridgeshire County Council re designation of Stockbridge Meadows as a Local Nature Reserve.

The recent meeting with Cambridgeshire County Council was noted with positive agreement that the process should go ahead. At this time no further action has been taken. Office will chase for a response in the New Year. ACTION: Stockbridge Meadows Management Plan to be reviewed and updated for the beginning of 2027.

d) To receive any other updates and consider actions.

None received.

Maureen Brierly left the meeting 19:53

MA133/2627 Allotment Matters:

a) To receive a report from the Allotment Association.

The Allotment Association provided a verbal report. It was noted that levelling works to the southern boundary had begun. Plot 45a requires help with installing a gate into the plot. ACTION: Wardens to assist.

b) To receive an update on planned grant funded improvement projects at St Georges.

Building control application had been submitted and works are due to start week commencing 7 December 2026. Hedges requiring cutting back before these works can continue. ACTION: Wardens to assess removing a tree covered in ivy that has fallen into allotments from hedge line. ACTION: Deputy Clerk to send communication to plot holders about upcoming works.

c) To receive any other updates and consider actions.

It was noted that works to level the southern boundary had uncovered material that could be asbestos and large amounts of debris. Costs for clearance would be increased to reflect this. Actual costs will be presented to committee retrospectively as works are required to continue due to health and safety concerns. ACTION: Deputy Clerk to arrange collection of suspected asbestos containing material.

Chris Selway left the meeting 20:04

MA134/2627 Governance Matters:

a) To receive the weekly inspection reports and consider any necessary actions.

Inspection sheets were noted.

b) To consider any updates on damage, vandalism and ASB in the Parish.

Incidents of damage, vandalism and ASB were noted. ACTION: monitor suspected fire attempt at large willow on the New Rec.

c) To receive any other updates and consider actions.

None received.

MA135/2627 Correspondence:

Signed..... Date.....

a) To note installation of Vivacity camera for Melbourn Greenway monitoring and evaluation purposes (Greater Cambridge Partnership).

Installation of camera noted.

b) To receive any updates and consider actions.

Communication from Friends of River Rhee noted. Invitation to inaugural meeting to be held on 27 January 2027.

MA136/2627 Outstanding Maintenance Issues:

a) To consider the status of the job spreadsheet.

All outstanding items were discussed.

b) To receive the Wardens Report and consider any actions.

None received.

MA137/2627 Biodiversity:

a) To receive any updates and consider actions.

None received.

MA138/2627 Cemetery Matters:

Chair altered the order of items as below.

d) To consider recommendation to Full Council for the installation of a memorial copse at New Road.

It was RESOLVED to recommend to Full Council the creation of a memorial copse at New Road Cemetery in remembrance of Cllr Travis.
Proposed by Cllr Davey, seconded by Cllr Alexander. All in favour.

a) To consider bench restoration / replacement on mound at New Road Cemetery.

A proposal for the restoration and option for memorial benches on the burial mound at New Road Cemetery was considered.
It was RESOLVED to approve the restoration of the original benches and to offer interested parties the option of installing a memorial bench in the newly created memorial copse.
Proposed by Cllr Davey, seconded by Cllr Barnes.
In favour: Cllrs Barnes, Davey, Laight, Kyprianou
Against:
Abstain: Cllr Alexander

b) To note invoice for soil store clearance at New Road at a cost of £560+VAT.

Costs noted.

c) To consider quote for hedge works, over and above contracted maintenance.

Item deferred due to no quotation available.

d) To consider recommendation to Full Council for the installation of a memorial copse at New Road.

Chair altered the order of the agenda – see above.

e) To note concern over stability of soil store – Wardens to assess and report back to committee.

Concern noted. ACTION: Wardens to assess.

f) To receive any other updates and consider actions.

None received.

MA139/2627 Village Maintenance Matters:

a) To note request for quote for remedial works to All Saints Church Wall coping stones.

Noted. Quotes to be provided to next relevant Committee meeting.

b) To receive any other updates and consider actions.

None received.

MA140/2627 Melbourn Community Hub Matters:

a) To note spend on emergency call out for leaking aircon unit in Hub kitchen.

Spend under delegated authority noted as £130+VAT.

Signed…… Date……

b) To receive any updates and consider actions.

None received.

MA141/2627 Pavilion / New Rec Matters:

a) To receive any other updates and consider actions.

ACTION: Check heating control timer for suitable timing.

MA142/2627 Little Hands Matters:

a) To receive any updates and consider actions.

None received.

MA143/2627 To note the date of next planned meeting as **27 January 2027.**

The date of the next meeting was noted as 27 January 2027.

Meeting closed 20:30

Signed…… Date……

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MELBOURN PARISH COUNCIL - MAINTENANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Maintenance Committee held on Wednesday 21 October 2026 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn SG8 6DZ

Present: Cllrs Alexander, Barnes, Clark, Laight, Kyprianou (Chair)
Absent:
In attendance: Abigail Williams (Clerk), Maureen Brierley (RMRG), Steve Pitman (Warden), Keith Rudge (Conservation Warden), Chris Selway (Allotment Association)

MAINTENANCE COMMITTEE: MINUTES

Meeting started 19:30

MA107/2627 To receive and approve apologies for absence

Apologies received from Cllr Davey with acceptable reasons given.
It was RESOLVED to accept those apologies.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

MA108/2627 To receive any Declarations of Interest and Dispensations

a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
c) To grant any requests for dispensation as appropriate

None received.

Steve Pitman entered the meeting 19:32

MA109/2627 To approve the minutes of the Maintenance Committee Meeting held on 16 September 2026.

It was RESOLVED to approve the minutes of the Maintenance Committee Meeting held on 16 September 2026 as an accurate record.
Proposed by Cllr Laight, seconded Cllr Barnes. All in favour.

MA110/2627 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Maintenance Committee – 3 minutes per item)

No members of the public present.

MA111/2627 Finance Matters:

a) To consider a finance report on expenditure within the committee's remit.

Report received.

b) To note completion of annual clock service at All Saints and approve invoice at a cost of £274.00+VAT.

It was RESOLVED to approve costs for annual clock service at All Saints at a cost of £274+VAT.
Proposed by Cllr Barnes, seconded by Cllr Clark. All in favour.

c) To note spend of £35.51(inc VAT) on protective clothing for pest control on parish land.

Item noted.

d) To consider purchase of COSHH cabinet for workshop at a cost of £250+VAT.

It was RESOLVED to approve the purchase of a COSHH cabinet at a cost of £250+VAT.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

e) To receive any other updates and consider actions.

None received.

MA112/2627 Conservation Matters:

a) To receive the EA Monthly situation report for September 2026.

Report was noted.

b) To receive a report from the River Mel Restoration Group (RMRG).

RMRG gave a verbal report. River levels have held well during the dry summer. Invertebrate kick sampling shows healthy results. RMRG are observing the effects of damage to the bank protection at the New Rec corner and will act if needed.

c) To receive winter preparedness information from South Cambridgeshire District Council.

Information received.

d) To receive any other updates and consider actions.

None received.

MA113/2627 Stockbridge Meadows:

a) To receive a report from the Stockbridge Meadows Volunteers and Conservation Warden.

Stockbridge Meadows Volunteers and Conservation Warden gave a verbal report. It was noted that works to tree had been delayed due to weather conditions.

b) To receive correspondence and consider actions in relation to fire risk on open spaces.

Correspondence regarding fire risk at Stockbridge Meadows was received.
It was proposed that fire risk items be added to the General Risk Register (Doc 8.15) and up to £500 budget for signage relevant to the risk be approved.
It was RESOLVED to recommend the updated General Risk Register to Full Council and approve up to £500 spend on relevant signage across public open spaces.
Proposed by Cllr Clark, seconded by Cllr Barnes. All in favour.

c) To note meeting with South Cambridgeshire District Council to discuss actions to progress on delegating powers for designation.

Meeting noted as 28 October 2026.

d) To consider approval of spend up to £500 for Wych Elm to be planted at Stockbridge to help mitigate ash die back.

It was RESOLVED to spend up to £500 on Wych Elm to be planted at Stockbridge Meadows.
Proposed by Cllr Alexander, seconded by Cllr Barnes. All in favour.

e) To receive any other updates and consider actions.

A request from the Wild Trout Trust for written support for a funded ponds maintenance project at Stockbridge Meadows. Funding would be provided to clear three pond sites; the Parish Council would then commit to ongoing maintenance costs associated with future pond maintenance.
It was RESSOLVED to recommend to Full Council to proceed with written acceptance of the offer and to gather quotes for the ongoing maintenance.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

Maureen Brierly and Keith Rudge left the meeting 20:00

MA114/2627 Allotment Matters:

a) To receive a report from the Allotment Association.

The Allotment Association provided a verbal report. It was reported that plots were being well maintained, although some were struggling with weed due to the change in weather. It was noted that plot 26a had been cleared and was ready for a new tenant. ACTION: Deputy Clerk to confirm the date for southern boundary clearance. It was noted that the woodchip storage area was dilapidated and a bid for funding had been raised to replace the structure.

b) To note annual lease renewal is underway, any relinquished plots are being reallocated to people on the waiting list.

Lease renewals are ongoing with relinquished plots being reallocated to new tenants. It was noted that more plots than usual had been relinquished – this could be down to the difficult growing season.

c) To receive an update on planned grant funded improvement projects at St Georges.

Project is progressing with approval from Full Council to cover the building application fee. ACTION: Deputy Clerk to provide completed form as requested. The toilet has been ordered, and a contractor has been selected for the fence work and installation. ACTION: Hedge cutting date to be confirmed to allow for works to take place. ACTION: Wardens to decide if they would like to retain the metal gate currently in situ.

Signed…… Date……

d) To receive any other updates and consider actions.

~~*Chris Selway left the meeting 20:11*~~

None received.

Chris Selway left the meeting 20:11

MA115/2627 Governance Matters:

a) To receive the weekly inspection reports and consider any necessary actions.

Inspection sheets were noted.

b) To consider any updates on damage, vandalism and ASB in the Parish.

Incidents of damage, vandalism and ASB were noted. It was noted that incidences had declined recently.

c) To consider interest in moving Maintenance Committee meetings back to a daytime meeting.

Discussion around the difficulties of Cllrs attending daytime meetings were noted. Wardens shared their request to bring meetings back to daytime – or not to attend the meetings.
It was RESOLVED to trial 3 sessions where Wardens are not required to attend the meeting and will provide a Wardens Report through the Clerk.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

d) To receive any other updates and consider actions.

None received.

MA116/2627 Correspondence:

a) To receive any updates and consider actions.

None received.

MA117/2627 Outstanding Maintenance Issues: To consider the status of the job spreadsheet.

All outstanding items were discussed.

MA118/2627 New Maintenance Issues: To consider Maintenance issues arising since last meeting.

None received.

MA119/2627 Biodiversity:

a) To receive any updates and consider actions.

None received.

MA120/2627 Cemetery Matters:

a) To note concern from stone mason about floats under plots E1 – 7 and F1 – 10 – office to investigate.

Concern noted. ACTION: Office to investigate and provide a report of any actions.

b) To receive any other updates and consider actions.

None received.

MA121/2627 Village Maintenance Matters:

a) To receive report from Greater Cambridge Shared Planning confirming works required to issue certificate of completion for land at Piggott Close and consider actions.

Item deferred due to requiring more information before a recommendation can be made.

b) To receive snagging report from inspection of LEAP, LAP and incidental parcels at Hopkins Homes.

Report received. Report delivered to Hopkins Homes, waiting for a response.

c) To note road inspection allocations to be shared at October Full Council meeting and to consider any changes going forward.

Road allocations noted. It was noted that a new method of ongoing road inspections may be introduced. To be discussed at Full Council.

d) To receive any other updates and consider actions.

None received.

MA122/2627 Melbourn Community Hub Matters:

Signed…… Date……

a) To note spend on emergency call out for leaking aircon unit in Hub kitchen.

Item deferred due to incomplete information.

b) To receive any updates and consider actions.

None received.

MA123/2627 Pavilion / New Rec Matters:

a) To note request and consider actions for floodlight at Bowls Club to be reinstated.

Request noted. ACTION: Office to provide quotes for reinstatement when received.

b) To update on the request to add barrier hedging to the fenceline of the Bowls Club.

It was noted that no further evidence of damage had been reported. It was decided that the situation would be monitored but no action for further fencing or hedging would be taken at this time.

c) To receive and consider actions on the Legionella Risk Assessment from 4i Water Services.

The legionella risk assessment for the pavilion was discussed. The total inherent risk is currently rated as 'medium risk' – if all works completed this would be reduced as a total residual risk as 'low risk'. ACTION: report of practicable actions to be presented to committee for consideration – considering the likelihood of replacing the heating system or regeneration works at the pavilion.

d) To receive any other updates and consider actions.

None received.

MA124/2627 Little Hands Matters:

a) To receive any updates and consider actions.

None received.

MA125/2627 To note the date of next planned meeting as **18 November 2026.**

The date of the next meeting was noted as 18 November 2026.

Meeting closed 21:02

Signed…… Date……

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date October 2026

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1. Introduction

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of income and expenditure relating to the maintenance of Melbourn Village for the period 1 April 2026 to 31st October 2026. The report is based on the financial information recorded at 18 November 2026 and includes invoices processed by that date, providing the Committee with an up-to-date position. The aim is to support informed decision-making by the Maintenance Committee.

2. Report Overview

All financial data is categorised into cost centres corresponding to the different areas of the village and the maintenance required. Where applicable, expenditure is split into two categories:

- Planned (budgeted)
- Unplanned (non-budgeted/emergency or unforeseen)

This classification supports clearer monitoring of how the Council's financial resources are being used and helps identify areas requiring attention.

3. Overall Position

Maintenance income for the year to date totals £31,699 against an annual budget of £45,246 (70.1%). This does not include deferring the income for Allotments that relate to 2027/28 financial year.

Actual maintenance expenditure is £104,199 against an annual budget of £200,880 (51.9%). No committed expenditure is shown in the report, leaving £96,681 available.

The movement in reserves includes £12,500 relating to Highways, partly offset by £3,970 of earmarked reserve funding applied to specific Conservation (Wildflowers and Bin upgrade) and Recreation Ground (Dynamos Power Pitch Grant), giving a net movement relating to earmarked reserves of £8,530.

At the end of month seven, 58.3% of the financial year has elapsed. Overall expenditure of 51.9% remains below this straight-line benchmark.

Income is above the benchmark at 70.1%, reflecting the timing of receipts rather than an expectation that all income will arise evenly throughout the year. Allotment income was invoiced in October.

Individual headings should not be assessed solely against 58.3% spend as some areas of maintenance expenditure is seasonal and uneven: grounds maintenance, grass cutting, tree work, are more likely to occur or be invoiced during the spring and summer months. Planned maintenance will generally be an annual cost. Utilities tend to increase in the Autumn Winter months.

A higher percentage at month seven can therefore reflect timing or seasonality rather than an annual overspend.

We are trying to work towards monthly phased budgets to consider the spend pattern and are currently gathering the data to do so.

The overall position remains lower than a straight monthly split of the year elapsed, although the specific variances below should be monitored.

4. Key Points.

• Overall position – Total expenditure is 51.9% of budget, compared with 58.3% of the year elapsed. The budget therefore remains below the straight-line spending profile despite higher percentages within several individual headings. No committed expenditure is recorded in the October report. A large amount has been agreed to clear the allotments which has not been included in the number and will need to be considered.

• Conservation and seasonal grounds work – Expenditure is £23,423, or 57.3% of budget. Planned tree and hedge work is £2,455 against a £1,500 budget and unplanned grounds maintenance is £2,580 against £2,000. These costs include work arising from the tree survey, an additional grass cut and Verti-drain work. £1,474 relates to the strategic greenbelt at Hopkins Homes and is a transfer from the earmarked reserves.

The village maintenance contract is at 64%; there will be a slight overspend due to budgeting assumptions of inflation rate.

• Recreation Ground and Pavilion – Recreation Ground expenditure is £10,408 (85.4%), driven mainly by £3,840 for the Power Pitch, this is covered by the earmarked reserves. Pavilion expenditure is £7,084 (65.7%); planned repairs are at 110.7%, the pest control costs are yet to be coded to unplanned which has a budget of £500 available. Electricity at 80.6% although this generally results in a refund and needs to be closely monitored, this has not changed in month seven from month six.

5. Ongoing Improvements

As the Council continues to develop more detailed financial reporting, the Parish Clerk and the RFO will work to provide additional insights where needed, flag any anticipated high-cost maintenance works, and ensure the Committee is fully informed to make sound financial decisions.

As mentioned, the overall idea is that we will start to move towards monthly budgeting to monitor the seasonal and spend variations.

6. Conclusion

Overall, the maintenance budget remains within the Council's planned financial position. Although some headings are above 58.3% after six months, this is explained by the seasonal and spend profile not matching the 7/12 budget allocation.

The total expenditure remains lower than the proportion of the year elapsed.

The higher-spend headings identified above will need to be monitored. Where lower spend is observed, anticipated winter costs and other later-year expenditure should be taken into account when making decisions which may involve variations of the budget headings.

Prepared by:
Responsible Financial Officer (RFO)
Melbourn Parish Council
October 2026

Melbourn Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 18/11/2026

Month No: 7 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Maintenance								
110	Wardens							
4000	Salaries & Pensions	12,223	20,317	8,094		8,094	60.2%	
4110	Insurance	55	717	662		662	7.6%	
4175	Subcontractors	0	3,000	3,000		3,000	0.0%	
4230	Van - Tax, MOT, Fuel, Repairs	243	1,000	757		757	24.3%	
4235	Wardens Materials	630	750	120		120	84.0%	
4240	Wardens Equipment	601	1,500	899		899	40.1%	
	Wardens :- Indirect Expenditure	**13,753**	**27,284**	**13,531**	**0**	**13,531**	**50.4%**	**0**
	Net Expenditure	**(13,753)**	**(27,284)**	**(13,531)**				
210	Allotments							
1200	Allotment Rent received	3,513	3,500	(13)			100.4%	
	Allotments :- Income	**3,513**	**3,500**	**(13)**			**100.4%**	**0**
4105	Legal & Professional Fees	230	0	(230)		(230)	0.0%	
4115	Memberships & Subscription	70	73	3		3	95.9%	
4315	Maintenance & Reps - Planned	750	895	145		145	83.8%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430	Grounds Maintenance - Planned	1,080	1,120	40		40	96.4%	
4510	Water	317	800	483		483	39.6%	
	Allotments :- Indirect Expenditure	**2,447**	**3,388**	**941**	**0**	**941**	**72.2%**	**0**
	Net Income over Expenditure	**1,066**	**112**	**(954)**				
220	Conservation							
1210	Grass Cutting Contribution	4,032	3,939	(93)			102.4%	
	Conservation :- Income	**4,032**	**3,939**	**(93)**			**102.4%**	**0**
4000	Salaries & Pensions	2,867	4,743	1,876		1,876	60.4%	
4175	Subcontractors	1,595	3,435	1,840		1,840	46.4%	
4320	Maintenance & Reps- Unplanned	200	500	300		300	40.0%	
4350	Christmas Tree/Plants	0	750	750		750	0.0%	
4360	Tree & Hedge Work - Planned	2,455	1,500	(955)		(955)	163.7%	
4365	Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%	
4370	Project work	1,732	2,000	268		268	86.6%	1,732
4410	Nature Reserve management plan	18	500	482		482	3.7%	
4420	Grounds Maintenance - Unplanne	2,580	2,000	(580)		(580)	129.0%	
4605	Refuse & Dog Bin Collection	485	0	(485)		(485)	0.0%	
4635	Village Maintenance Contract	11,490	17,941	6,451		6,451	64.0%	
	Conservation :- Indirect Expenditure	**23,423**	**40,869**	**17,446**	**0**	**17,446**	**57.3%**	**1,732**
	Net Income over Expenditure	**(19,391)**	**(36,930)**	**(17,539)**				
6000	plus Transfer from EMR	1,732	0	(1,732)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(17,659)**	**(36,930)**	**(19,271)**				
230	Stockbridge Meadows							
4235	Wardens Materials	0	300	300		300	0.0%	
4240	Wardens Equipment	0	500	500		500	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4420	Grounds Maintenance - Unplanne	0	1,000	1,000		1,000	0.0%	
4430	Grounds Maintenance - Planned	0	337	337		337	0.0%	
4605	Refuse & Dog Bin Collection	0	866	866		866	0.0%	
4635	Village Maintenance Contract	592	924	332		332	64.0%	
	Stockbridge Meadows :- Indirect Expenditure	**592**	**4,427**	**3,835**	**0**	**3,835**	**13.4%**	**0**
	Net Expenditure	**(592)**	**(4,427)**	**(3,835)**				
250	Cemetery General							
4635	Village Maintenance Contract	6,502	10,152	3,650		3,650	64.0%	
	Cemetery General :- Indirect Expenditure	**6,502**	**10,152**	**3,650**	**0**	**3,650**	**64.0%**	**0**
	Net Expenditure	**(6,502)**	**(10,152)**	**(3,650)**				
260	Orchard Road Cemetery							
1305	Memorials Fees	200	0	(200)			0.0%	
1310	Internment Fees	210	0	(210)			0.0%	
	Orchard Road Cemetery :- Income	**410**	**0**	**(410)**				**0**
4320	Maintenance & Reps- Unplanned	100	500	400		400	20.0%	
4500	Rates	189	367	178		178	51.4%	
4505	Electricity	(35)	250	285		285	(14.0%)	
4510	Water	0	125	125		125	0.0%	
	Orchard Road Cemetery :- Indirect Expenditure	**254**	**1,242**	**988**	**0**	**988**	**20.4%**	**0**
	Net Income over Expenditure	**156**	**(1,242)**	**(1,398)**				
270	New Road Cemetery							
1300	Burial Fees	2,260	3,500	1,240			64.6%	
1305	Memorials Fees	900	1,000	100			90.0%	
1310	Internment Fees	1,620	1,000	(620)			162.0%	
	New Road Cemetery :- Income	**4,780**	**5,500**	**720**			**86.9%**	**0**
4315	Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	625	1,125	500		500	55.6%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510	Water	58	150	92		92	38.5%	
	New Road Cemetery :- Indirect Expenditure	**683**	**2,267**	**1,584**	**0**	**1,584**	**30.1%**	**0**
	Net Income over Expenditure	**4,097**	**3,233**	**(864)**				
300	Play Areas							
4315	Maintenance & Reps - Planned	262	266	4		4	98.5%	
4320	Maintenance & Reps- Unplanned	0	3,000	3,000		3,000	0.0%	
4605	Refuse & Dog Bin Collection	485	1,299	814		814	37.4%	
	Play Areas :- Indirect Expenditure	**747**	**4,565**	**3,818**	**0**	**3,818**	**16.4%**	**0**
	Net Expenditure	**(747)**	**(4,565)**	**(3,818)**				
310	Recreation Ground							
1400	Match Fees	1,275	3,350	2,075			38.1%	
1500	Hire of Recreation Grounds	732	750	18			97.6%	
	Recreation Ground :- Income	**2,007**	**4,100**	**2,093**			**49.0%**	**0**
4315	Maintenance & Reps - Planned	152	560	408		408	27.1%	
4320	Maintenance & Reps- Unplanned	220	500	280		280	44.0%	
4430	Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%	
4505	Electricity	41	550	509		509	7.5%	
4605	Refuse & Dog Bin Collection	1,820	2,815	995		995	64.7%	
4635	Village Maintenance Contract	4,334	6,768	2,434		2,434	64.0%	
4640	Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%	1,920
	Recreation Ground :- Indirect Expenditure	**10,408**	**12,193**	**1,786**	**0**	**1,786**	**85.4%**	**1,920**
	Net Income over Expenditure	**(8,400)**	**(8,093)**	**307**				
6000	plus Transfer from EMR	1,920	0	(1,920)				
	Movement to/(from) Gen Reserve	**(6,480)**	**(8,093)**	**(1,613)**				
320	Pavilion							
1550	Hire of Pavilion	138	100	(38)			138.0%	
	Pavilion :- Income	**138**	**100**	**(38)**			**138.0%**	**0**
4125	Broadband & Telephone	102	184	82		82	55.3%	
4175	Subcontractors	775	1,799	1,024		1,024	43.1%	
4315	Maintenance & Reps - Planned	1,958	1,768	(190)		(190)	110.7%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	1,879	2,701	822		822	69.6%	
4505	Electricity	2,096	2,600	504		504	80.6%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510	Water	274	750	476		476	36.6%	
4605	Refuse & Dog Bin Collection	0	478	478		478	0.0%	
	Pavilion :- Indirect Expenditure	**7,084**	**10,780**	**3,696**	**0**	**3,696**	**65.7%**	**0**
	Net Income over Expenditure	**(6,946)**	**(10,680)**	**(3,734)**				
420	Community Hub							
1610	Misc Income	423	0	(423)			0.0%	
	Community Hub :- Income	**423**	**0**	**(423)**				**0**
4208	S106 Expenditure	571	0	(571)		(571)	0.0%	318
4315	Maintenance & Reps - Planned	1,266	5,114	3,848		3,848	24.8%	
4320	Maintenance & Reps- Unplanned	2,532	10,000	7,468		7,468	25.3%	
4605	Refuse & Dog Bin Collection	221	0	(221)		(221)	0.0%	
4700	PWLB Interest	15,009	27,080	12,071		12,071	55.4%	
4705	PWLB Capital	8,110	5,874	(2,236)		(2,236)	138.1%	
4750	Service Charge-Hundred Houses	0	960	960		960	0.0%	
	Community Hub :- Indirect Expenditure	**27,710**	**49,028**	**21,318**	**0**	**21,318**	**56.5%**	**318**
	Net Income over Expenditure	**(27,287)**	**(49,028)**	**(21,741)**				
6000	plus Transfer from EMR	318	0	(318)				
	Movement to/(from) Gen Reserve	**(26,969)**	**(49,028)**	**(22,059)**				
510	Highways							
4900	Highways & Footpaths	0	0	0		0	0.0%	(12,500)
4920	Street Lighting	461	1,250	789		789	36.9%	
	Highways :- Indirect Expenditure	**461**	**1,250**	**789**	**0**	**789**	**36.9%**	**(12,500)**
	Net Expenditure	**(461)**	**(1,250)**	**(789)**				
6000	plus Transfer from EMR	(12,500)	0	12,500				
	Movement to/(from) Gen Reserve	**(12,961)**	**(1,250)**	**11,711**				
520	Little Hands							
1600	Property Rental Income	16,396	28,107	11,711			58.3%	
	Little Hands :- Income	**16,396**	**28,107**	**11,711**			**58.3%**	**0**
4175	Subcontractors	840	1,828	988		988	46.0%	
4315	Maintenance & Reps - Planned	0	1,175	1,175		1,175	0.0%	
4320	Maintenance & Reps- Unplanned	240	500	260		260	48.0%	
	Little Hands :- Indirect Expenditure	**1,080**	**3,503**	**2,423**	**0**	**2,423**	**30.8%**	**0**
	Net Income over Expenditure	**15,316**	**24,604**	**9,288**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
530	Workshop							
4315	Maintenance & Reps - Planned	0	50	50		50	0.0%	
4320	Maintenance & Reps- Unplanned	107	500	393		393	21.3%	
4500	Rates	6,252	13,246	6,994		6,994	47.2%	
4505	Electricity	774	2,600	1,826		1,826	29.8%	
4510	Water	121	250	129		129	48.4%	
4700	PWLB Interest	414	3,497	3,083		3,083	11.8%	
4705	PWLB Capital	1,387	9,789	8,402		8,402	14.2%	
	Workshop :- Indirect Expenditure	**9,055**	**29,932**	**20,877**	**0**	**20,877**	**30.3%**	**0**
	Net Expenditure	**(9,055)**	**(29,932)**	**(20,877)**				
	Maintenance :- Income	**31,699**	**45,246**	**13,547**			**70.1%**	
	Expenditure	**104,199**	**200,880**	**96,681**	**0**	**96,681**	**51.9%**	
	Net Income over Expenditure	**(72,499)**	**(155,634)**	**(83,135)**				
	plus Transfer from EMR	**(8,530)**	0	8,530				
	Movement to/(from) Gen Reserve	**(81,029)**	**(155,634)**	**(74,605)**				
	Grand Totals:- Income	**31,699**	**45,246**	**13,547**			**70.1%**	
	Expenditure	**104,199**	**200,880**	**96,681**	**0**	**96,681**	**51.9%**	
	Net Income over Expenditure	**(72,499)**	**(155,634)**	**(83,135)**				
	plus Transfer from EMR	**(8,530)**	0	8,530				
	Movement to/(from) Gen Reserve	**(81,029)**	**(155,634)**	**(74,605)**				

Melbourn Garage.

118-120 High Street
Melbourn, Royston, SG8 6AL.

01763 263344

Email: melbourngarage@yahoo.co.uk - www.melbourn-garage.co.uk

Melbourn Parish Council

No. MEL008

Estimate Q007930

Date: 04-11-2026 12:27 PM
Technician: [redacted]
Service Advisor: Melbourn Garage
Job: J071051

Vehicle

Registration: BD67NPG **Mileage:** 110850
Citroen Berlingo 2017 1.6 Diesel - WHITE **VIN:** [redacted]

Work to be performed

MOT

Labour	Hrs	Unit Price	VAT %	Net Total
MOT - Carry Out MOT Test - (MOT)	1.00	50.00	0.00	50.00
			MOT SubTotal	**£50.00**

Carry Out Full Service

Labour		Hrs	Unit Price	VAT %	Net Total
Carry Out Full Service - Check Levels/Tyre Pressures		2.00	70.00	20.00	140.00
Parts	**Part No**	**Qty**	**Unit Price**	**VAT %**	**Net Total**
Hazardous Waste Disposal - Oil	HWD-OIL	1.00	5.00	20.00	5.00
Sump Plug Washer	SPW	1.00	2.00	20.00	2.00
Screen Wash	SW	1.00	2.50	20.00	2.50
0W-30 Ultra P C2 Grade	OIL/UPC2	3.80	13.00	20.00	49.40
Oil Filter	GSF - FRACH11867ECO	1.00	13.48	20.00	13.48
Air Filter	GSF - PFXA1792	1.00	33.10	20.00	33.10
Fuel Filter	GSF - FRAC11781ECO	1.00	36.47	20.00	36.47
Cabin Filter	GSF - FRACF10536-2	1.00	18.97	20.00	18.97
				Carry Out Full Service SubTotal	**£300.92**

Brake Lamp Bulb Replacement

Parts	Part No	Qty	Unit Price	VAT %	Net Total
LLB 380 (Double Filament)	BULB 380	1.00	5.00	20.00	5.00
				Brake Lamp Bulb Replacement SubTotal	**£5.00**

Estimate Total

Labour	190.00
Parts	165.92
VAT	61.18
Estimate Total	**£417.10**

This is an estimate, and the final cost may change once the work has begun. Our mechanics may identify additional issues while carrying out the repair, which could affect the overall price.

** Please call the office to book **

Monthly water situation report: East Anglia

1 Summary - October 2026

East Anglia received 119% of the long term average (LTA) rainfall for the month. The rainfall across the area for October 2026 ranged from 103% to 128% of the LTA for the month, with the wettest catchments towards the centre and north-east of the area. Soil moisture deficit (SMD) for October 2026 decreased by roughly 50mm compared to the previous months SMD, as a result of the normal and above normal rainfall received across all catchments in October. The SMD is considered normal for the time of year. River flows increased in the majority of sites in October with monthly mean flows ranging between 20% and 66% of the LTA for the time of year. Groundwater levels decreased in October, with the majority of reporting sites below normal, notably low or exceptionally low for the time of year. Public water supply reservoirs within East Anglia ended October 2026 with levels ranging from 36% at to 66%of full storage capacity.

1.1 Rainfall

An average of 77mm of rain fell across East Anglia in October 2026, 119% of the LTA. There was some rainfall at the start of the month, with the majority of rainfall received between the 20 to 26 October. The highest rainfall totals were recorded towards the centre and north-east of the area, with East Suffolk receiving the highest rainfall total of 81mm across the month, 128% of the LTA. The lowest total rainfall for October 2026 was recorded in South Essex, receiving 64mm of rainfall, 103% of the historic LTA. All hydrological areas across East Anglia recorded normal or above normal rainfall for the time of year.

The cumulative 6 month totals across East Anglia show all catchments to be categorised as below normal to exceptionally low. Over the past 12 months, East Anglia has received 90% of the LTA rainfall, 563mm. The driest catchments in the area since the rainfall deficit started in March, are the North Norfolk, North-west Norfolk, Broadland rivers and Essex. The 8 months cumulative rainfall in the North Norfolk catchment has been the driest on record since 1871, second driest for the North-west Norfolk, third driest for Essex, fourth driest in the Broadland rivers.

1.2 Soil moisture deficit

The SMD for East Anglia at the end of October 2026 was 72mm. The SMD has decreased by approximately 50mm following the normal and above normal rainfall in October and is classified as normal for this time of year. Most hydrological areas in East Anglia recorded SMD levels between 41mm and 100mm, with the exception of Central Area Fenland which recorded an SMD level between 101mm to 130mm. The SMD was 6mm to 25mm greater than the LTA

at the end of the month for roughly half the hydrological areas. The other half of hydrological areas were -5mm to 5mm greater than the LTA at the end of the month.

1.3 River flows

River flows for the majority of sites across East Anglia responded to rainfall received towards the end of October with increased daily mean flows. Monthly mean flows varied across East Anglia during October, ranging between 20% at Northwold and 66% of the LTA at Blunham. Most flow monitoring sites in East Anglia reported either below normal, notably low or exceptionally low monthly mean flows in October 2026. The lowest month mean flows where located within the chalk aquifer. Only 6 sites reported normal month mean flows, these were mostly located in the south-west of the area within clay deposits/ non aquifer areas.

1.4 Groundwater levels

Groundwater levels have decreased across the majority of sites in East Anglia for October 2026. A slowdown of the groundwater recession has been seen in some catchments as a result of the October rainfall. More than half of the groundwater sites for which there is data available for, have recorded below normal, notably low and exceptionally low for the time of year. The site Breckland, which recorded notably low in September 2026, has decreased in groundwater level and is one of the three sites recording exceptionally low in October 2026. The other 2 sites recording exceptionally low groundwater levels are Hindolveston and Gog Magog.

1.5 Reservoir stocks

Reservoir storage has continued to fall throughout October for the majority of reservoirs within East Anglia. All reservoirs are below their respective target curves for the time of year. Storage capacity ranges from 36% capacity at Hanningfield to 66% capacity at Ardleigh reservoir.

Author: Hydrology Team, hydrology-ean-and-lna@environment-agency.gov.uk

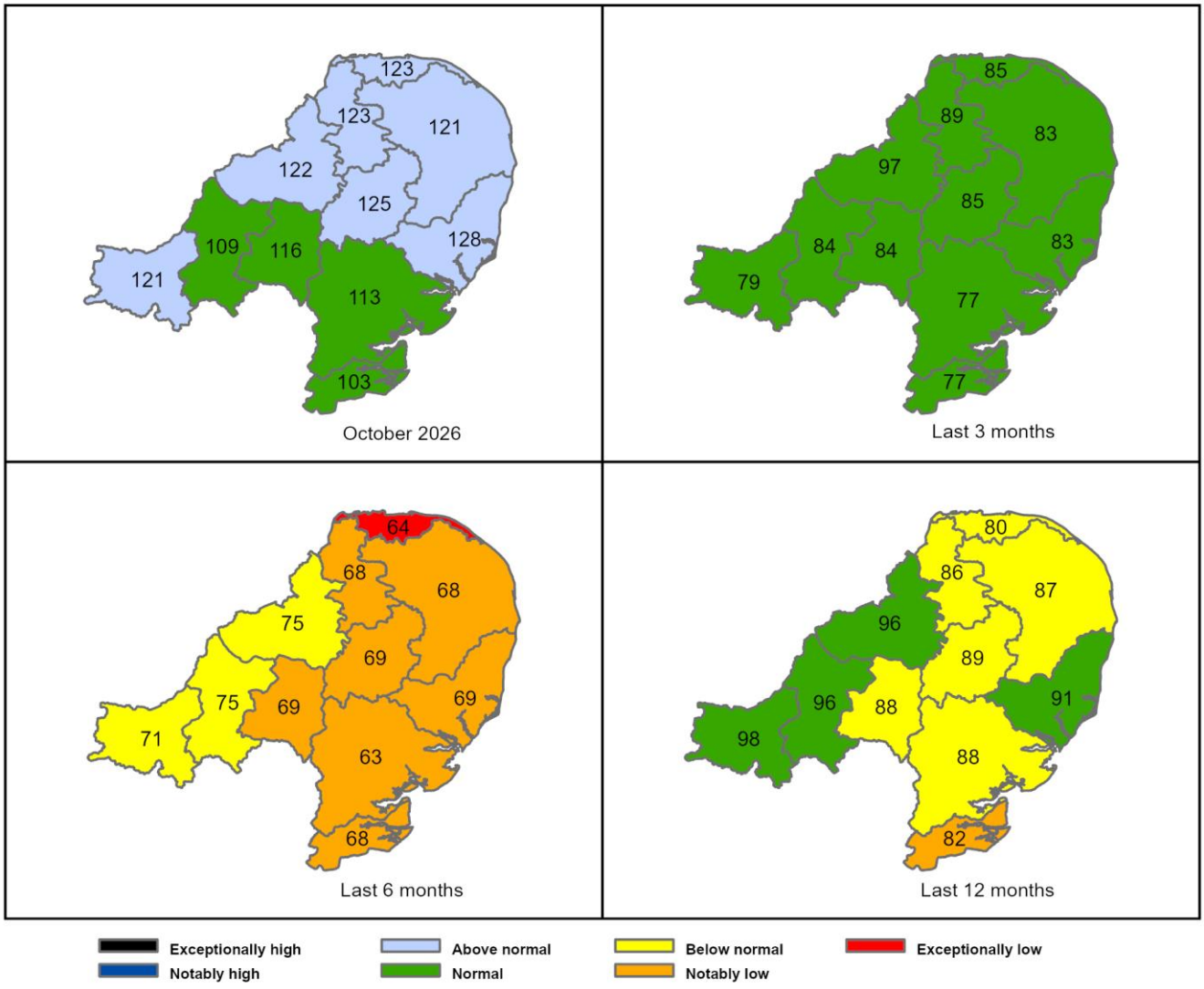
Contact Details: 03708 506 506

All data are provisional and may be subject to revision. The views expressed in this document are not necessarily those of the Environment Agency. Its officers, servants or agents accept no liability for any loss or damage arising from the interpretation or use of the information, or reliance upon views contained in this report.

2 Rainfall

2.1 Rainfall map

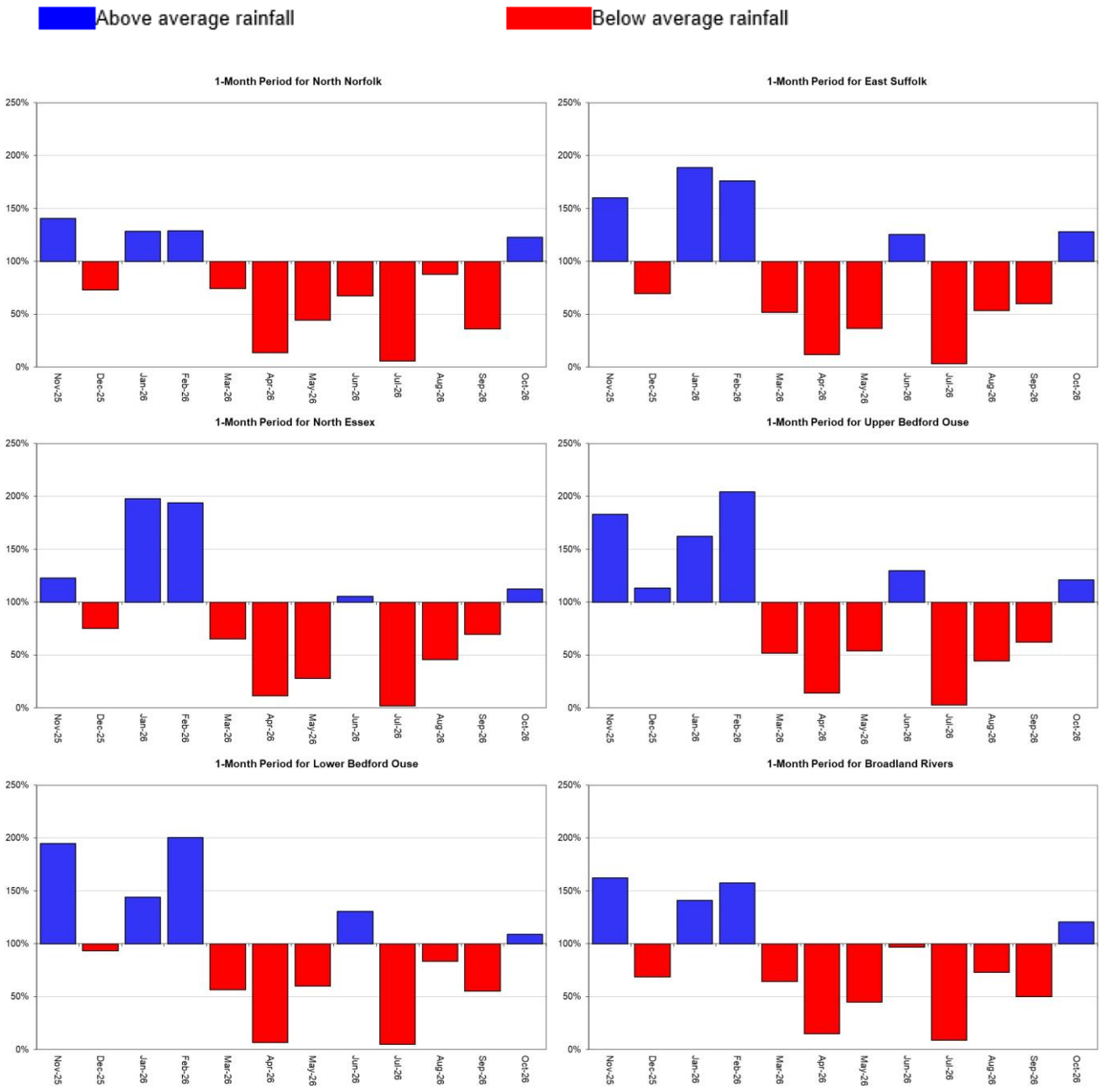
Figure 2.1: Total rainfall for hydrological areas across East Anglia, expressed as a percentage of long term average rainfall for the current month (up to 31 October 2026), the last 3 months, the last 6 months, and the last 12 months. Category classes are based on an analysis of respective historic totals. Table available in the appendices with detailed information.

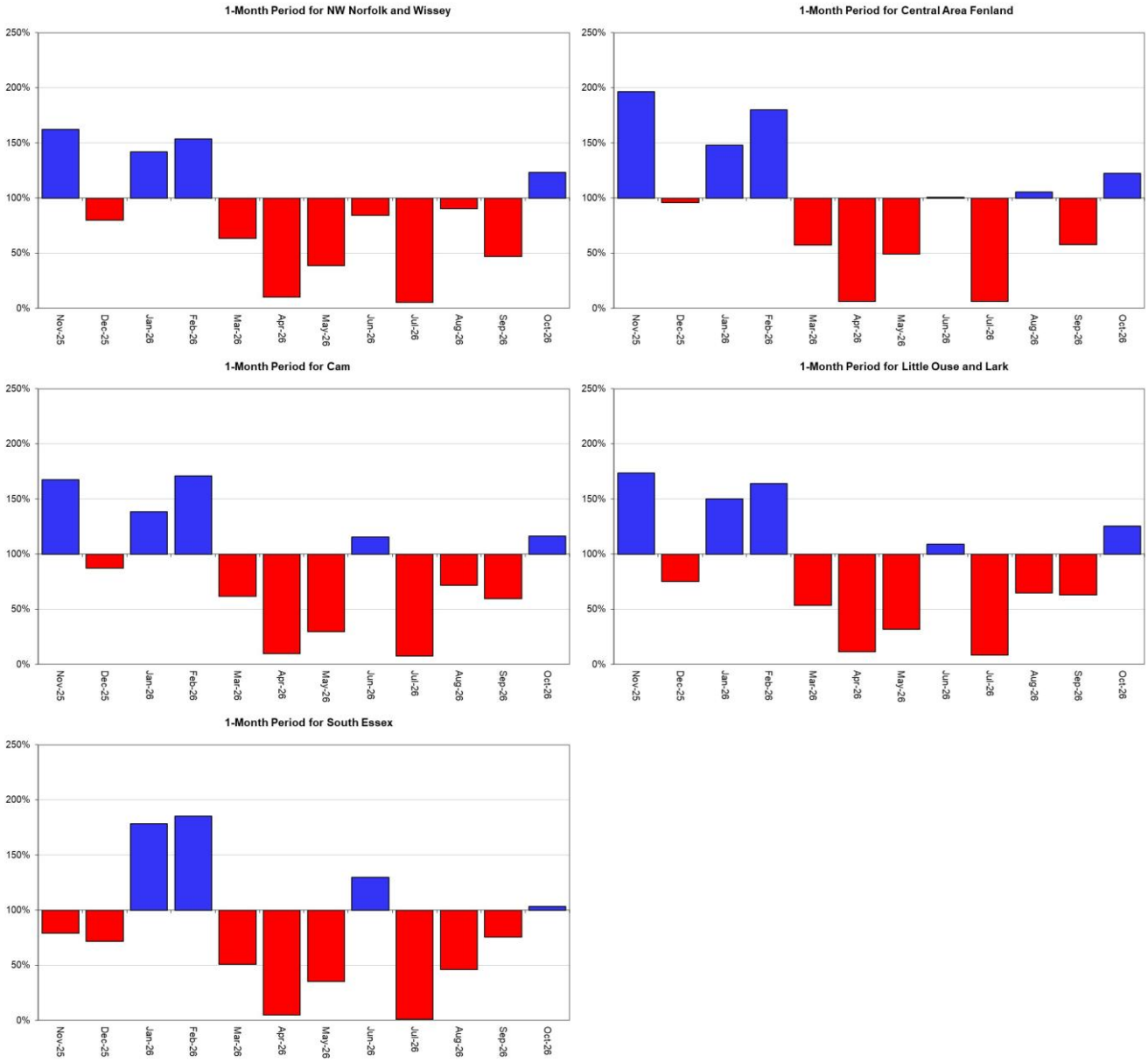


Rainfall data for Jan 2025 onwards, extracted from Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. (Source: Environment Agency. Crown Copyright, AC0000807064, 2026). Rainfall data prior to Jan 2025, extracted from Met Office HadUK 1km gridded rainfall dataset derived from registered rain gauges (Source: Met Office. Crown copyright, 2026).

2.2 Rainfall charts

Figure 2.2: Monthly rainfall totals for the past 12 months as a percentage of the 1991 to 2020 long term average for each hydrological area.

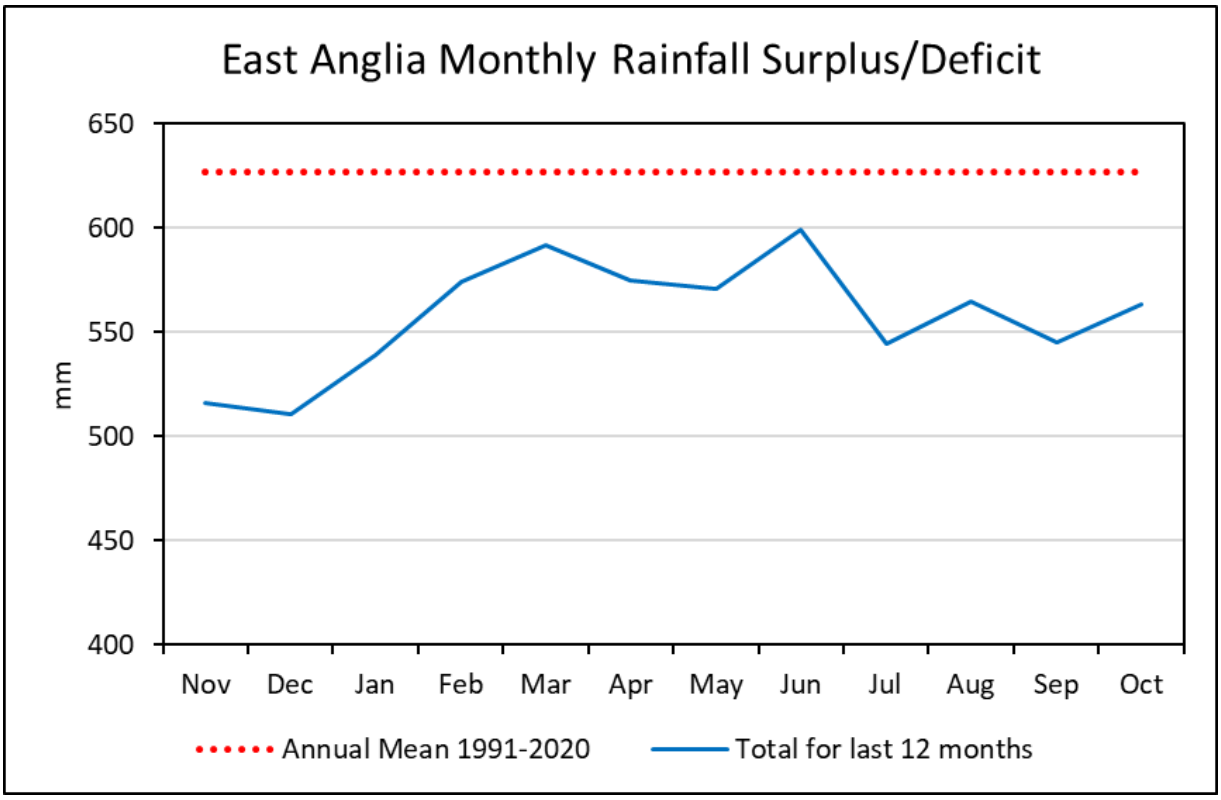




Rainfall data for Jan 2025 onwards, extracted from Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. (Source: Environment Agency. Crown Copyright, 2026). Rainfall data prior to Jan 2025, extracted from Met Office HadUK 1km gridded rainfall dataset derived from registered rain gauges (Source: Met Office. Crown copyright, 2026).

2.3 Monthly rainfall surplus deficit chart

Figure 2.3: Rainfall total for the last 12 months compared to the 1991 to 2020 long term average for East Anglia.

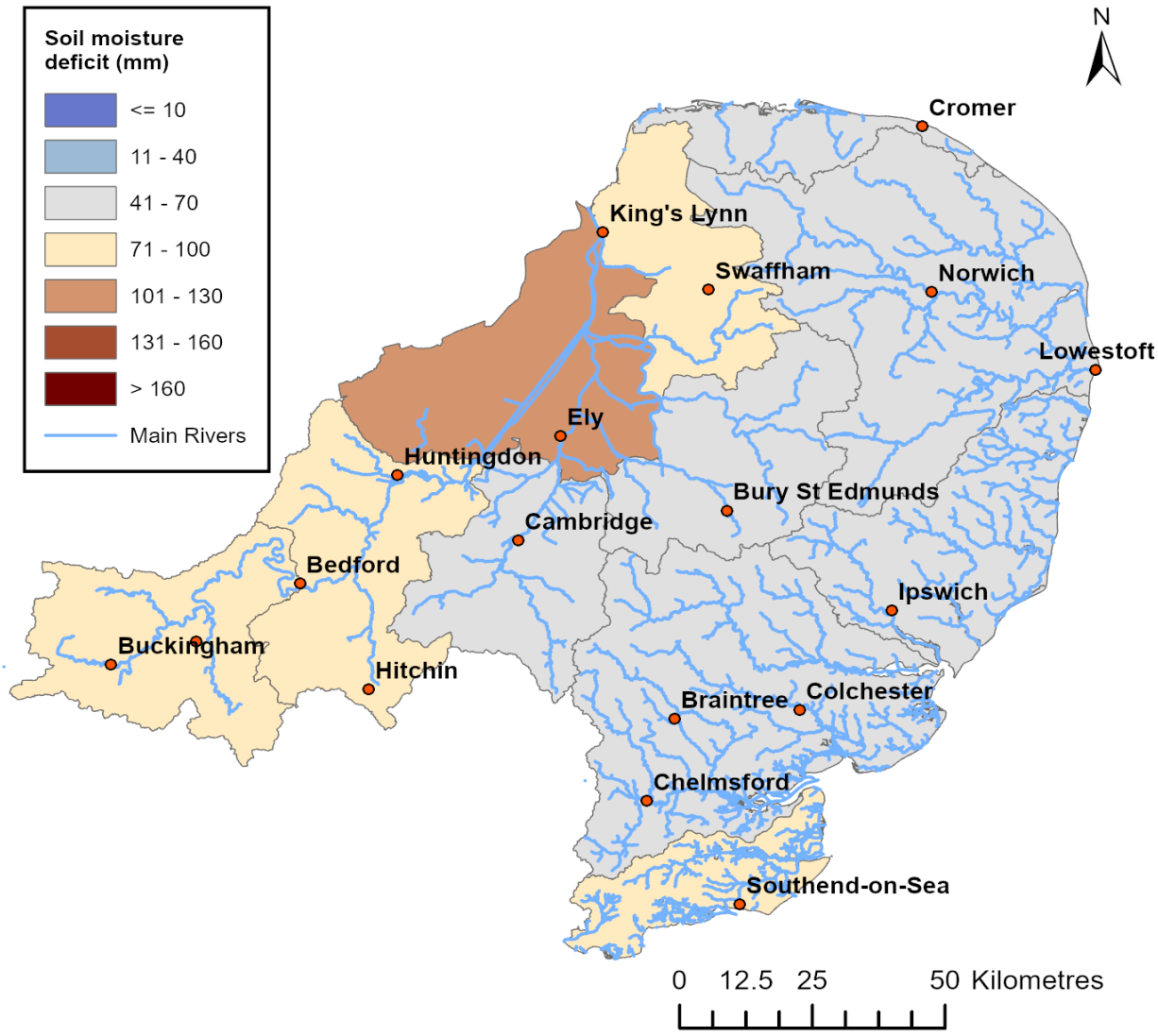


Rainfall data for Jan 2025 onwards, extracted from Environment Agency 1km gridded rainfall dataset derived from Environment Agency intensity rain gauges. (Source: Environment Agency. Crown Copyright, 2026). Rainfall data prior to Jan 2025, extracted from Met Office HadUK 1km gridded rainfall dataset derived from registered rain gauges (Source: Met Office. Crown copyright, 2026).

3 Soil moisture deficit

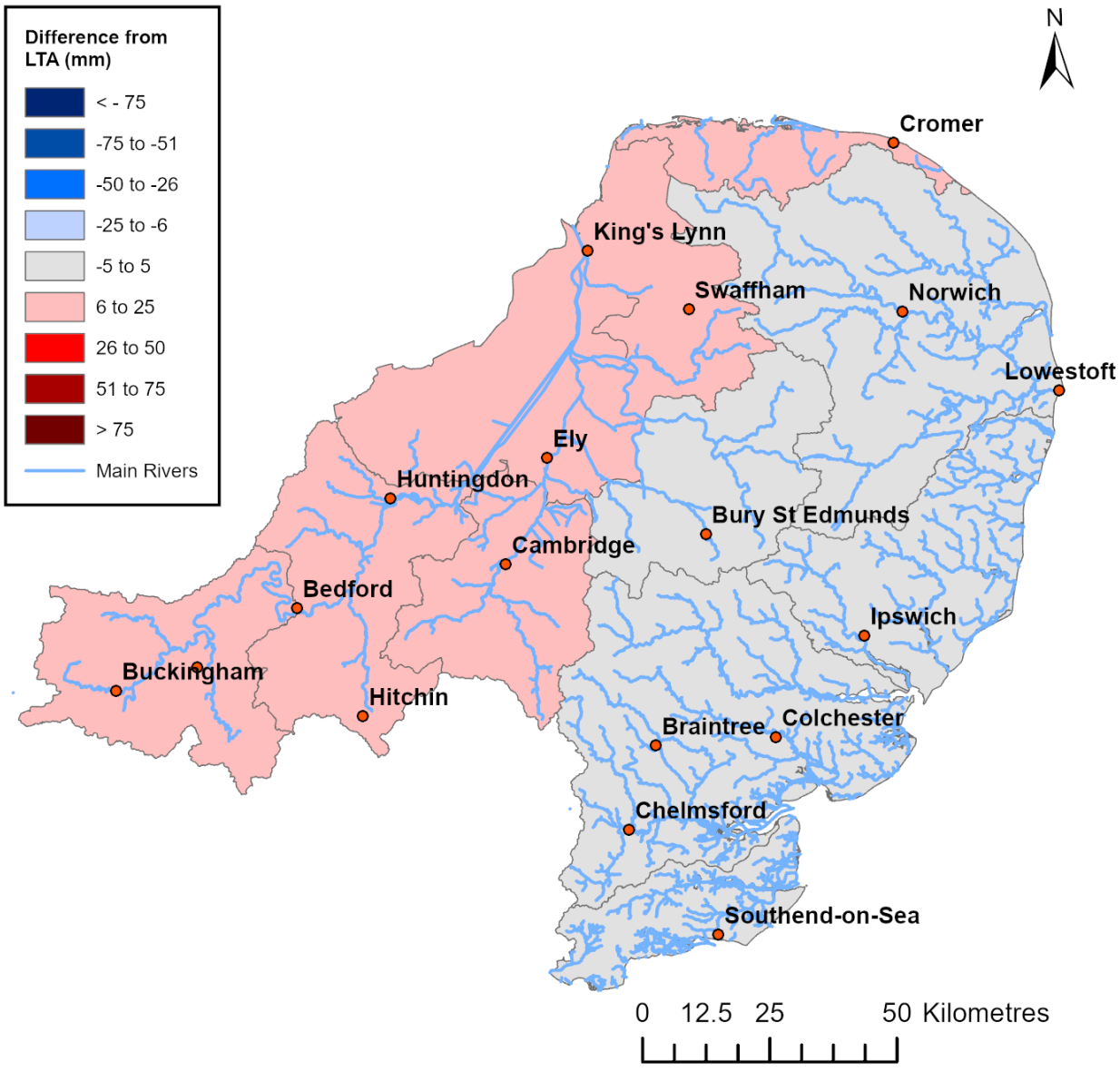
3.1 Soil moisture deficit map

Figure 3.1a: Soil moisture deficit values for 31 October 2026. Values based on the weekly MORECS data for real land use.



(Source: Met Office. Crown copyright, 2026). Crown copyright. All rights reserved. Environment Agency, AC0000807064, 2026.

Figure 3.1b A map displaying soil moisture deficit values 31st October 2026 relative to long term average end of October soil moisture deficit values for hydrometric catchements across East Anglia. Values based on the weekly MORECS data for real land use.



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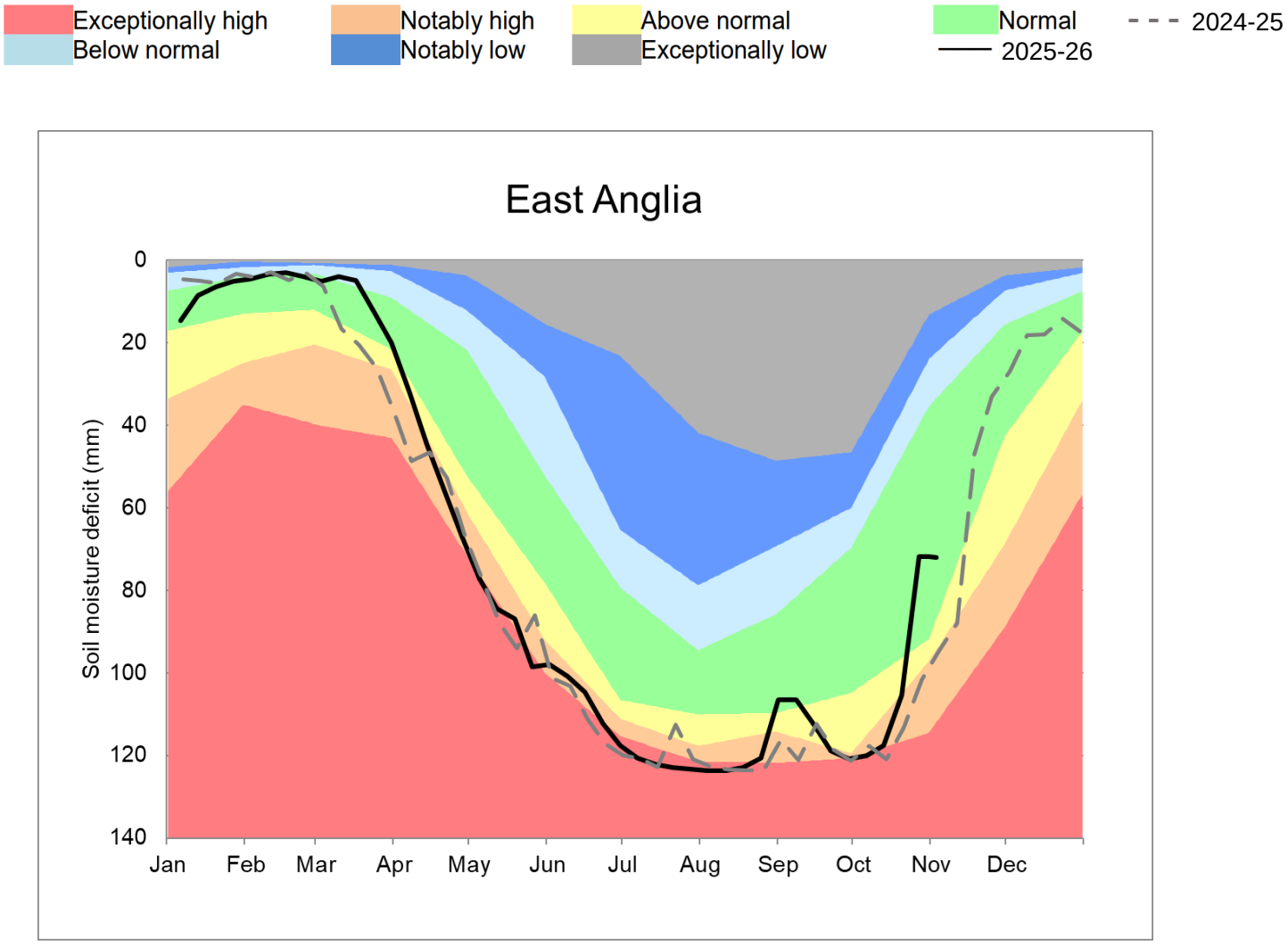
3.2 Soil moisture deficit charts

Figure 3.2: Latest soil moisture deficit compared to an analysis of historic 1991 to 2020 long term data set. Weekly MORECS data for real land use.



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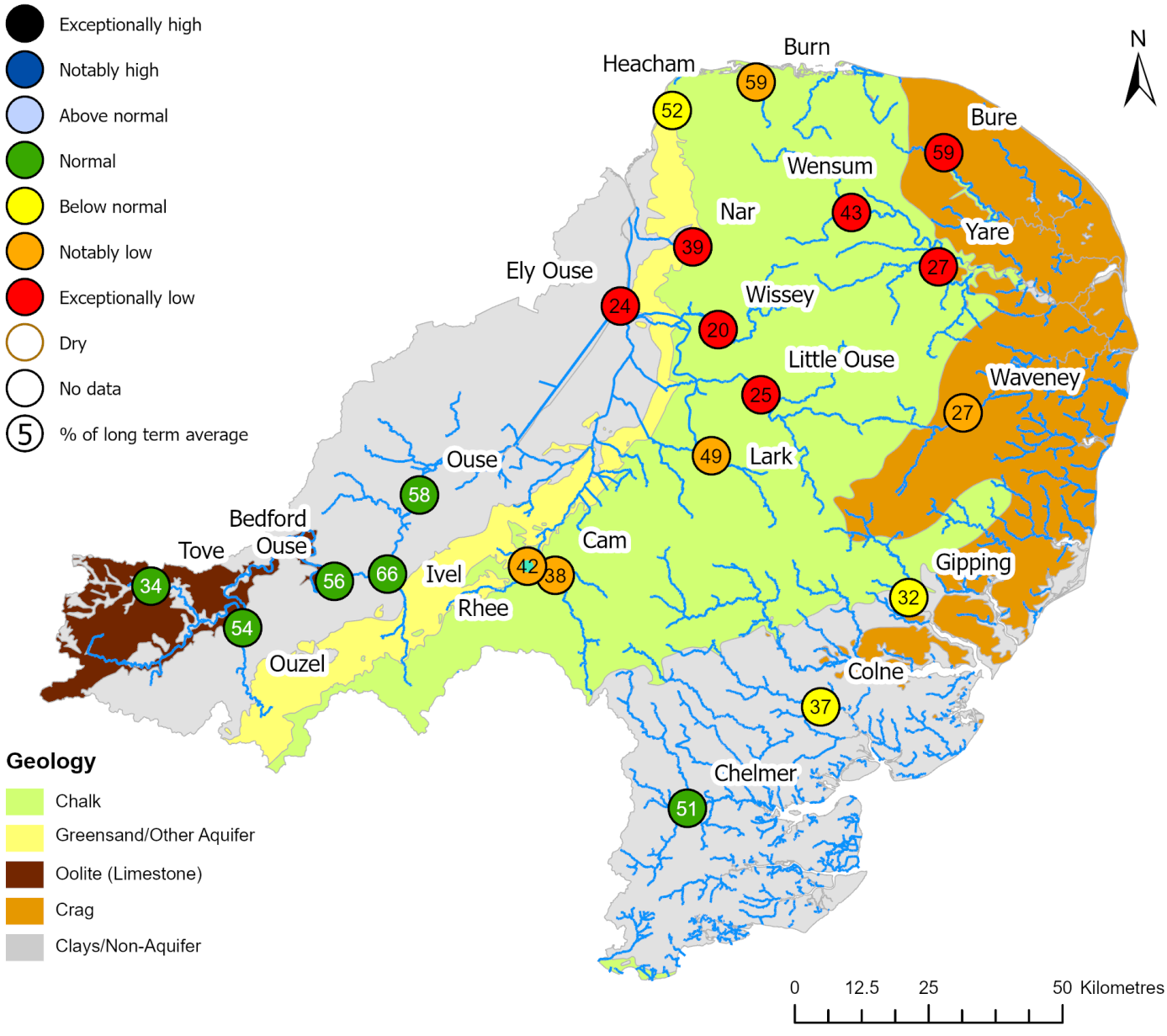
4 River flows

4.1 River flows map

Figure 4.1: Monthly mean river flow for indicator sites for October 2026, expressed as a percentage of the respective long term average and classed relative to an analysis of historic October monthly means. Table available in the appendices with detailed information.



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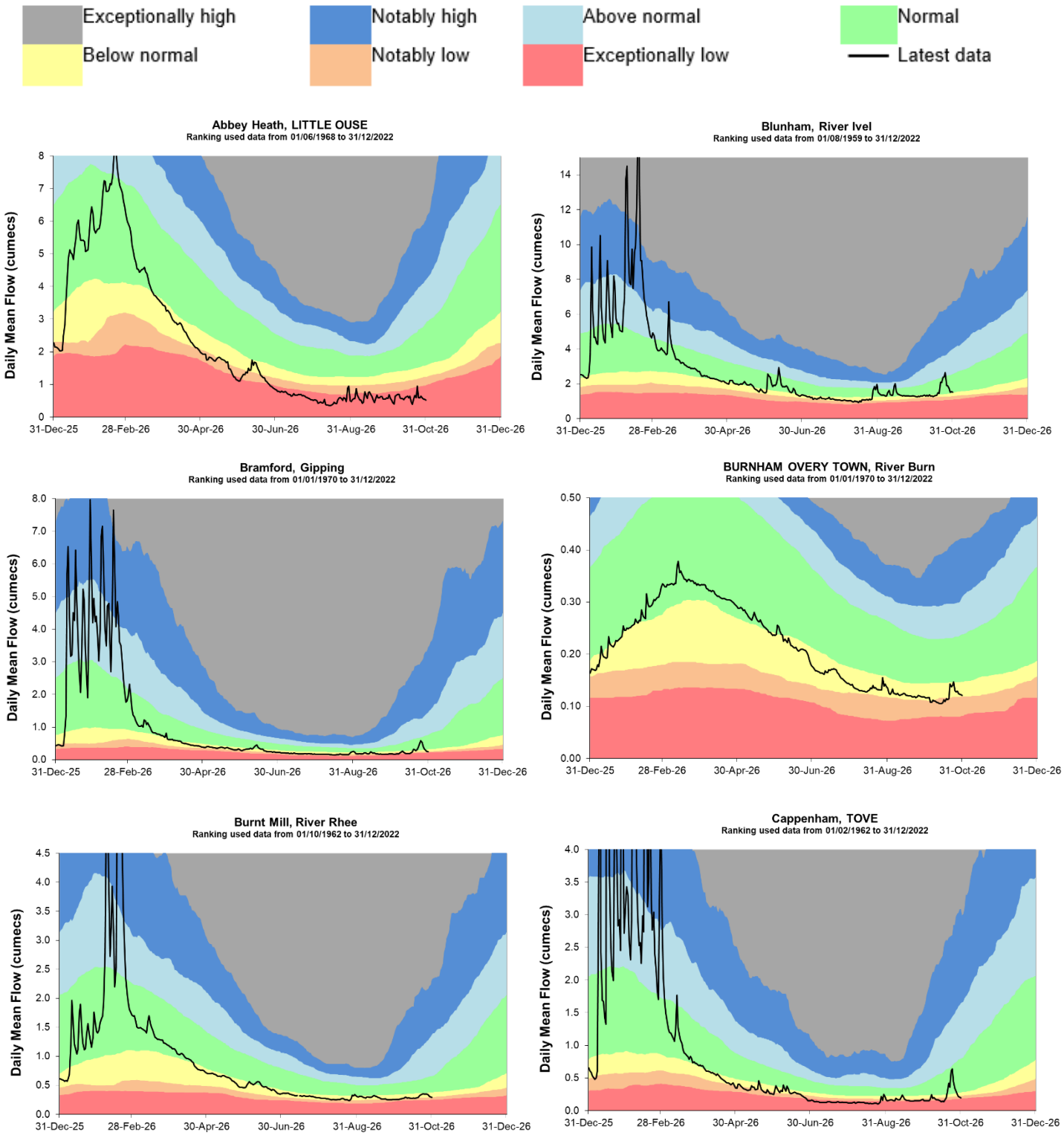
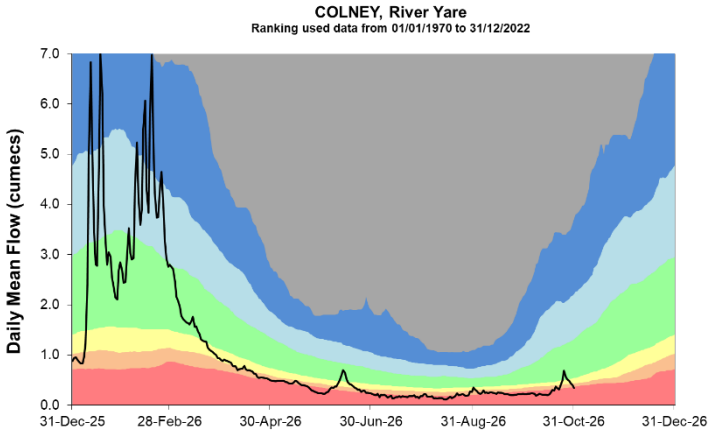
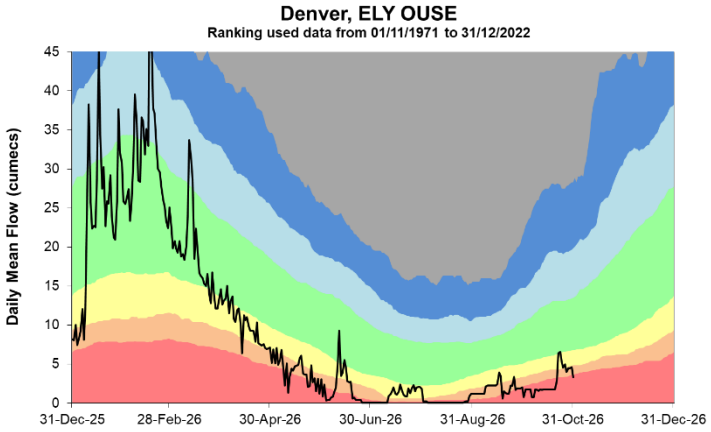
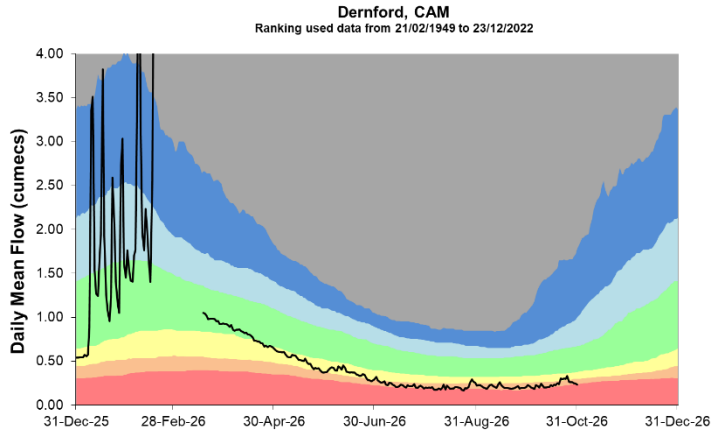
4.2 River flow charts

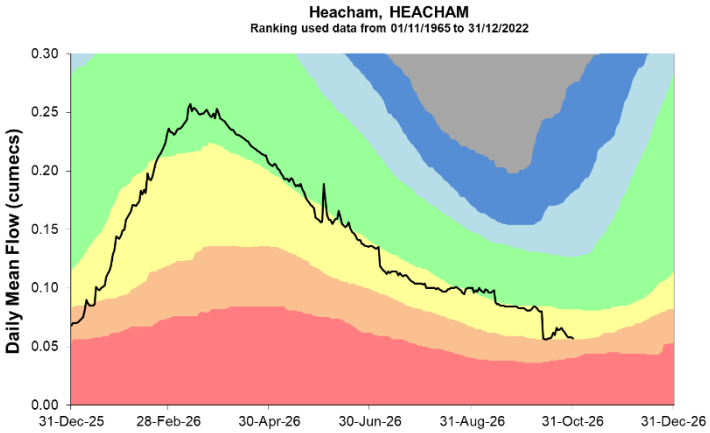
Figure 4.2: Daily mean river flow for index sites over the past year, compared to an analysis of historic daily mean flows.

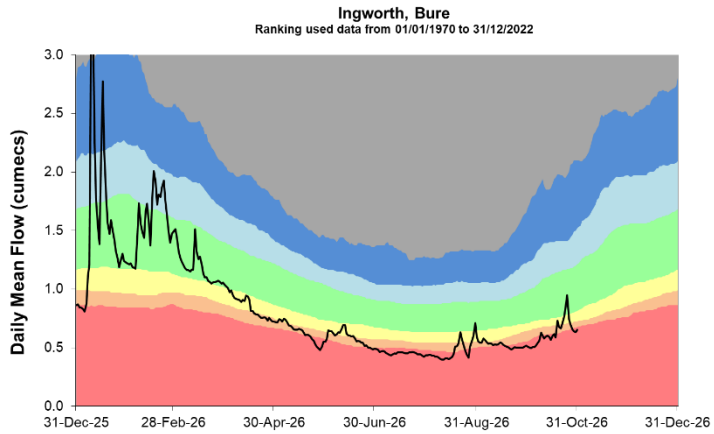


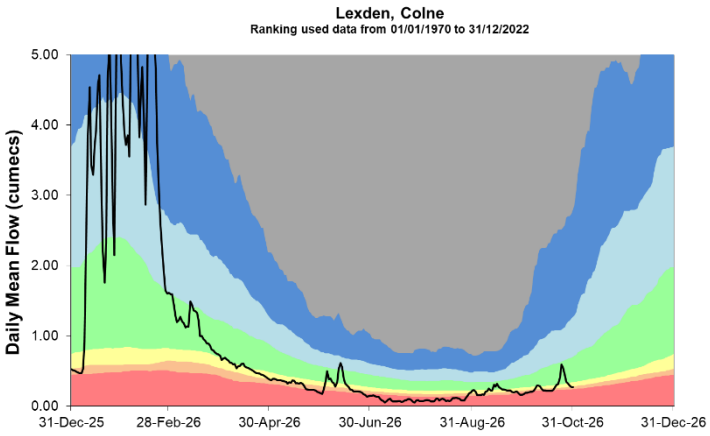

COLNEY, River Yare
Ranking used data from 01/01/1970 to 31/12/2022
Daily Mean Flow (cumecs)
7.0
6.0
5.0
4.0
3.0
2.0
1.0
0.0
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

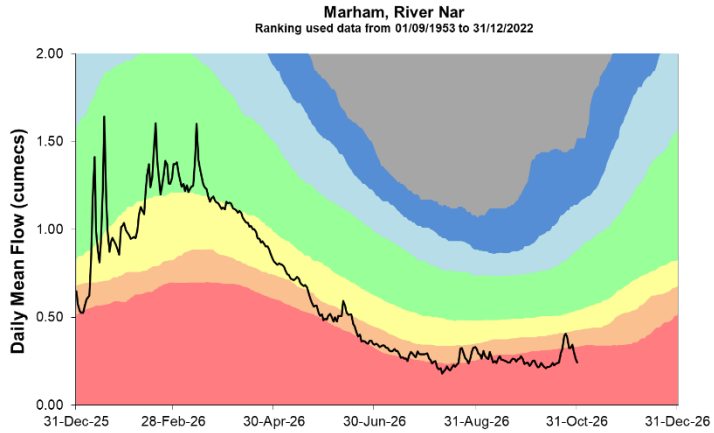

Denver, ELY OUSE
Ranking used data from 01/11/1971 to 31/12/2022
Daily Mean Flow (cumecs)
45
40
35
30
25
20
15
10
5
0
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

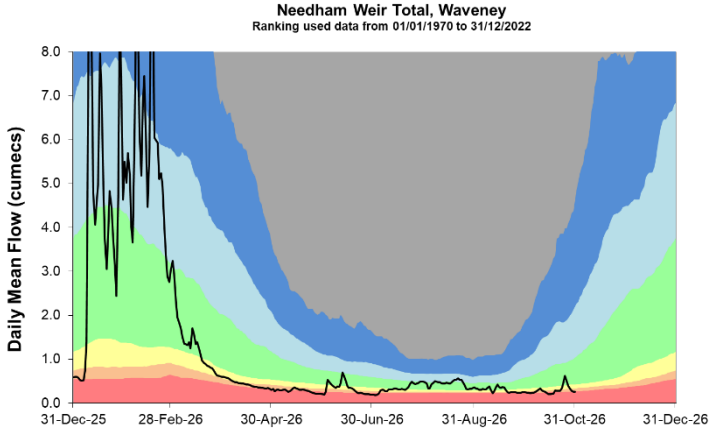

Dernford, CAM
Ranking used data from 21/02/1949 to 23/12/2022
Daily Mean Flow (cumecs)
4.00
3.50
3.00
2.50
2.00
1.50
1.00
0.50
0.00
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

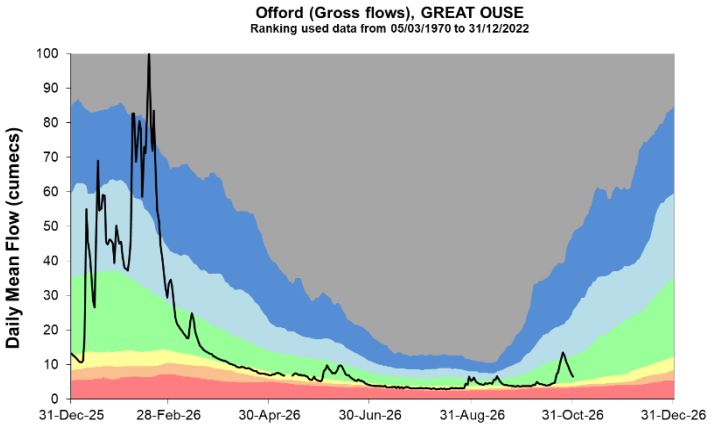

Heacham, HEACHAM
Ranking used data from 01/11/1965 to 31/12/2022
Daily Mean Flow (cumecs)
0.30
0.25
0.20
0.15
0.10
0.05
0.00
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

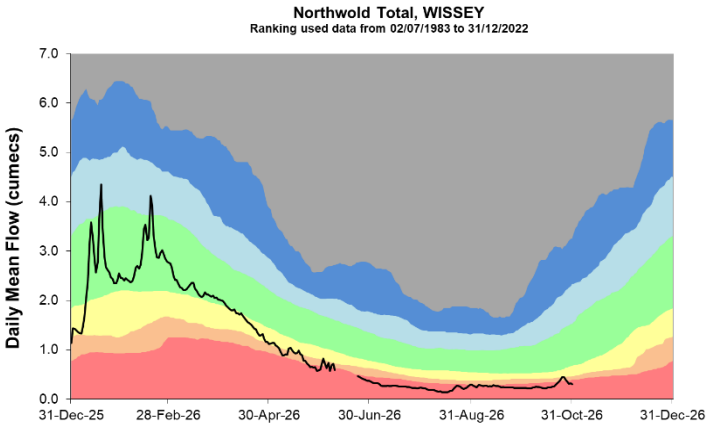

Ingworth, Bure
Ranking used data from 01/01/1970 to 31/12/2022
Daily Mean Flow (cumecs)
3.0
2.5
2.0
1.5
1.0
0.5
0.0
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

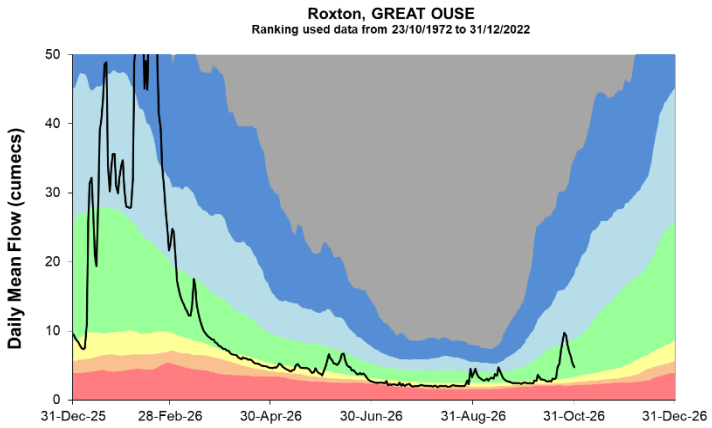

Lexden, Colne
Ranking used data from 01/01/1970 to 31/12/2022
Daily Mean Flow (cumecs)
5.00
4.00
3.00
2.00
1.00
0.00
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

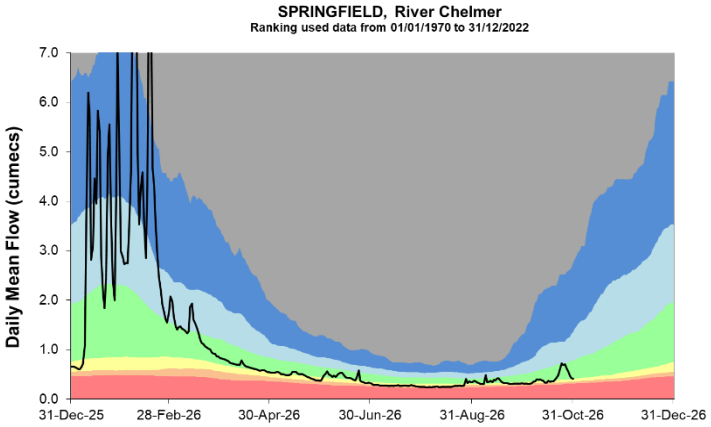

Marham, River Nar
Ranking used data from 01/09/1953 to 31/12/2022
Daily Mean Flow (cumecs)
2.00
1.50
1.00
0.50
0.00
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

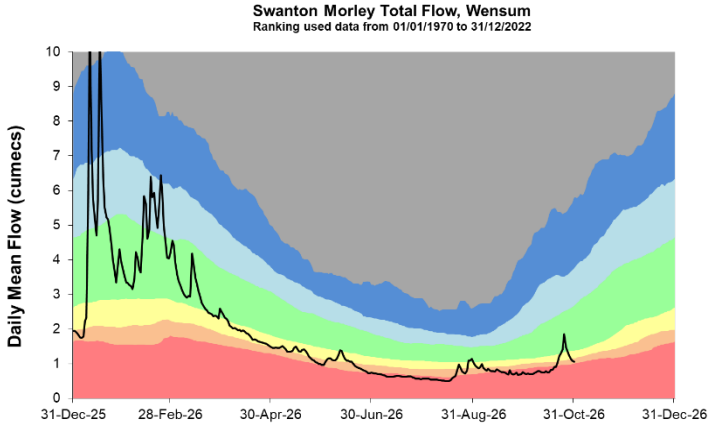

Needham Weir Total, Waveney
Ranking used data from 01/01/1970 to 31/12/2022
Daily Mean Flow (cumecs)
8.0
7.0
6.0
5.0
4.0
3.0
2.0
1.0
0.0
31-Dec-25
28-Feb-26
30-Apr-26
30-Jun-26
31-Aug-26
31-Oct-26
31-Dec-26

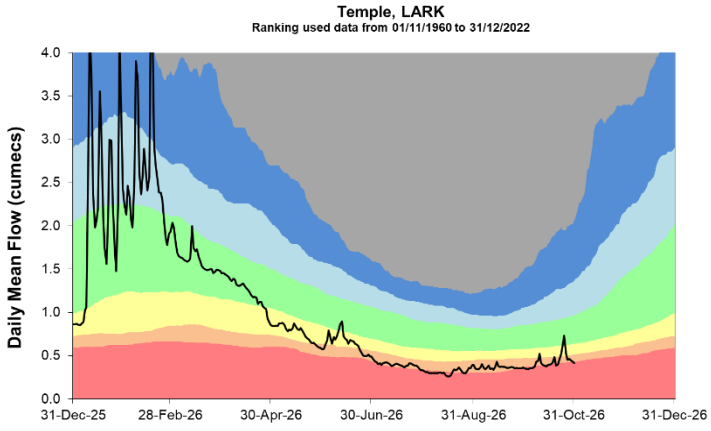


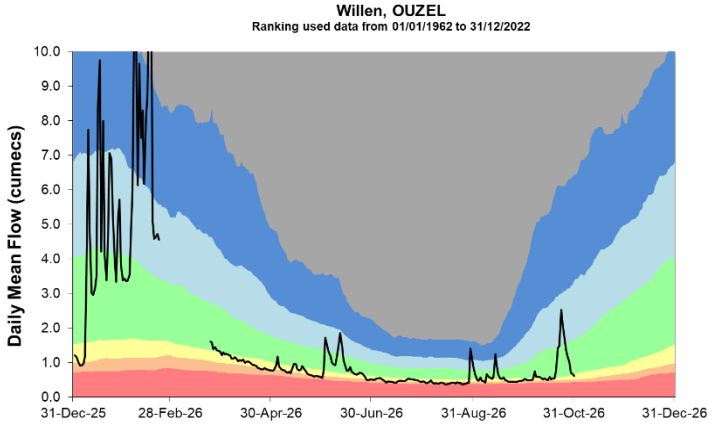










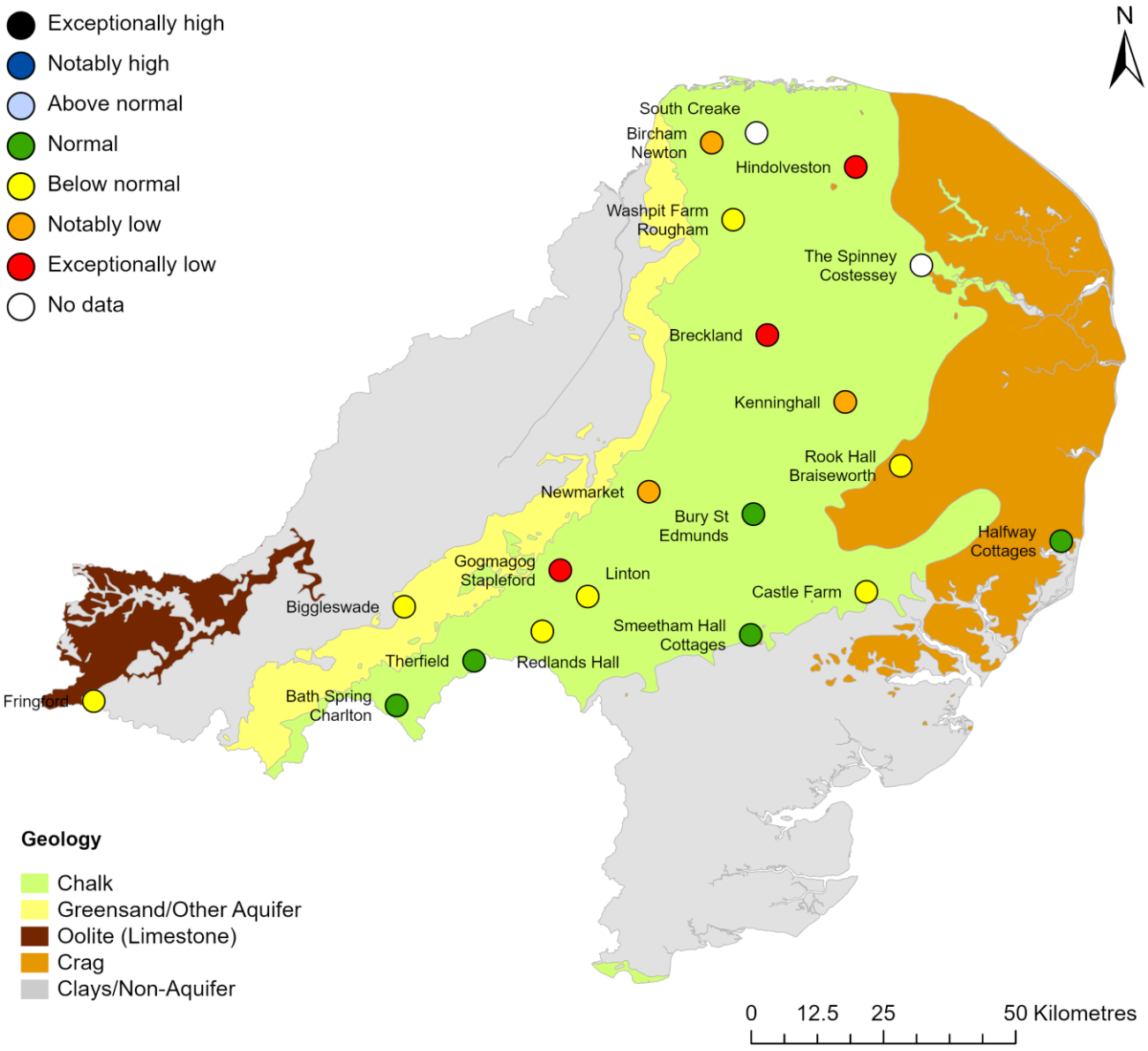


(Source: Environment Agency).

5 Groundwater levels

5.1 Groundwater levels map

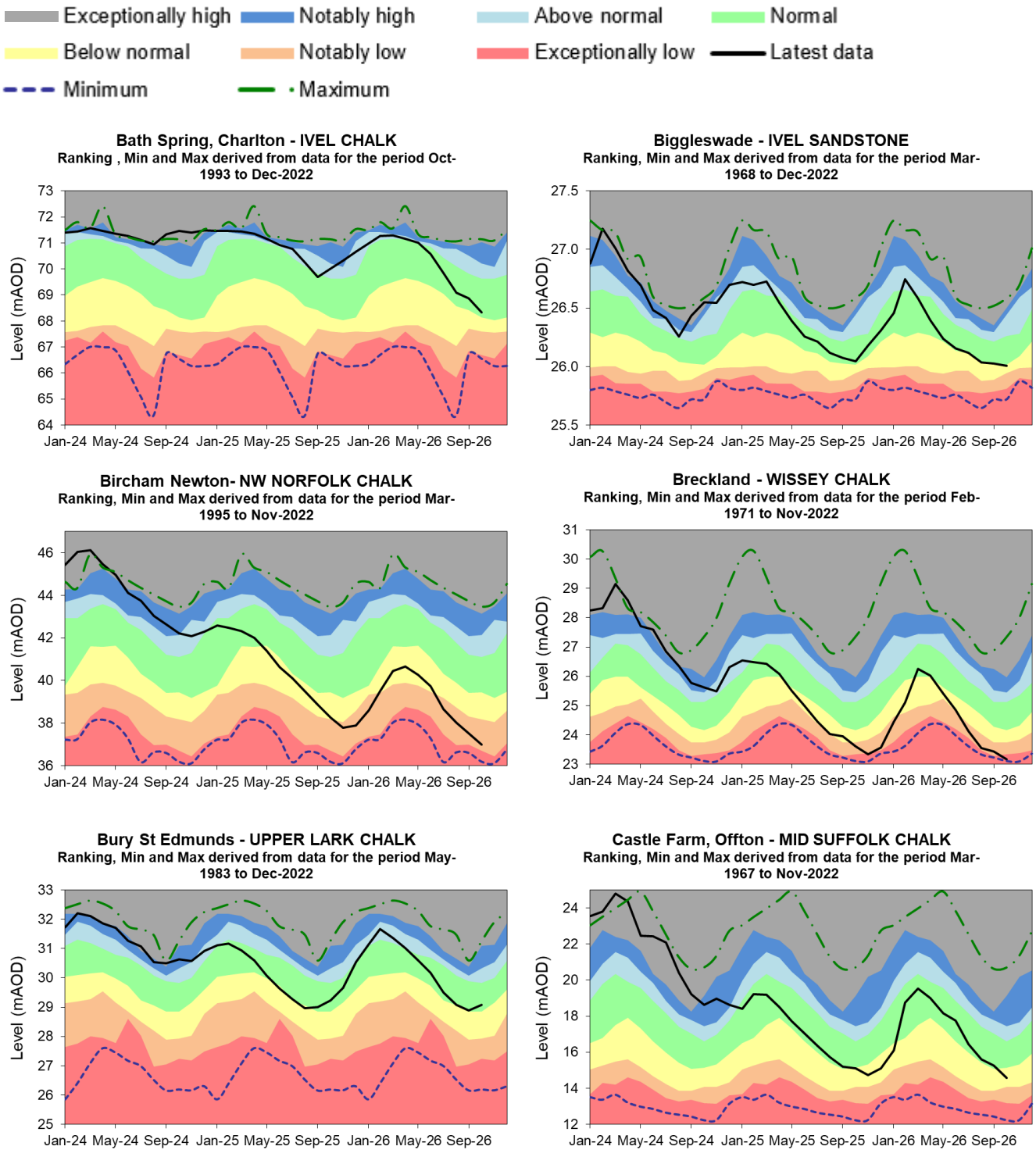
Figure 5.1: Groundwater levels for indicator sites at the end of October 2026, classed relative to an analysis of respective historic end of October levels. Table available in the appendices with detailed information.



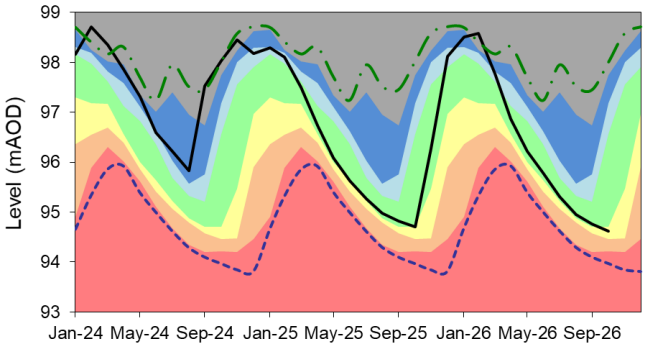
(Source: Environment Agency). Geological map reproduced with kind permission from UK Groundwater Forum, BGS copyright NERC. Crown copyright. All rights reserved. Environment Agency, AC0000807064, 2026.

5.2 Groundwater level charts

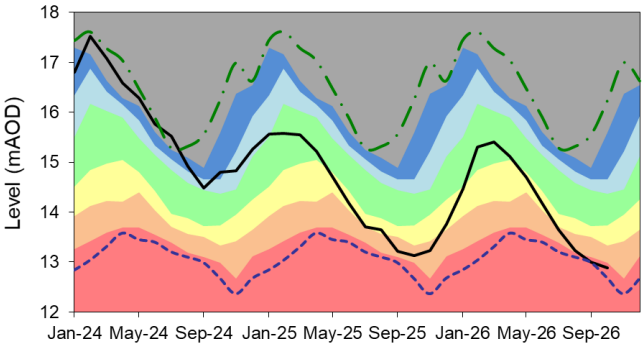
Figure 5.2: End of month groundwater levels at index groundwater level sites for major aquifers. 34 months compared to an analysis of historic end of month levels and long term maximum and minimum levels.



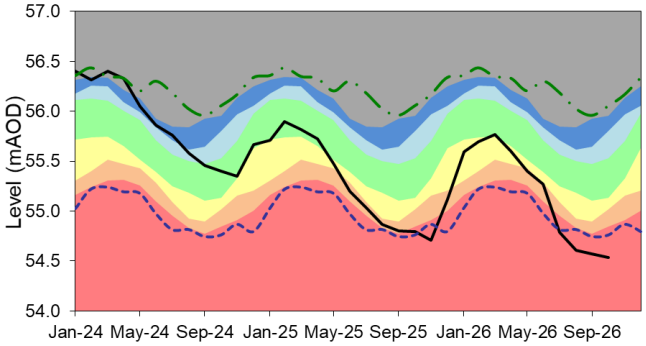
Fringford - GREAT OOLITE
Ranking, Min and Max derived from data for the period Sep-1980 to Dec-2022



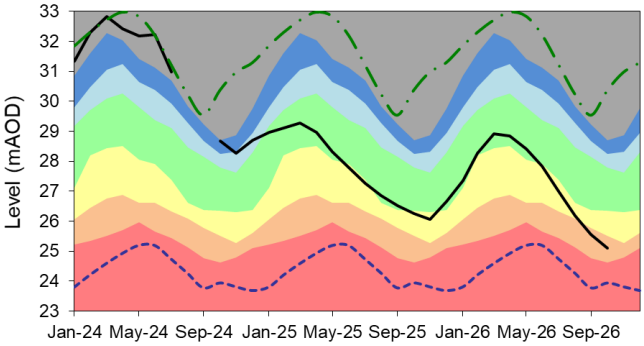
Gog Magog, Stapleford - CAM CHALK
Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



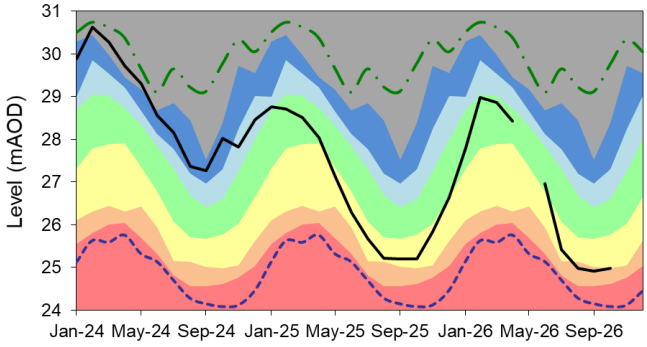
Hindolveston - NORFOLK CHALK
Ranking, Min and Max derived from data for the period Sep-1984 to Nov-2022



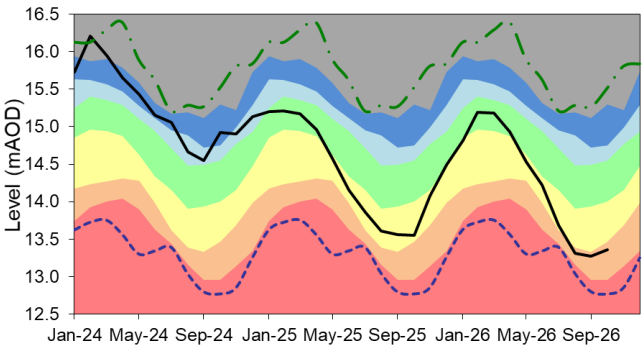
Kenninghall - LITTLE OUSE CHALK
Ranking, Min and Max derived from data for the period Aug-1973 to Dec-2022



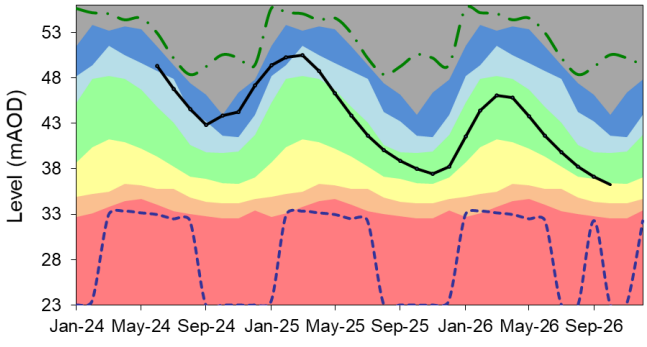
Linton- CAM CHALK
Ranking, Min and Max derived from data for the period Jan-1980 to Dec-2022



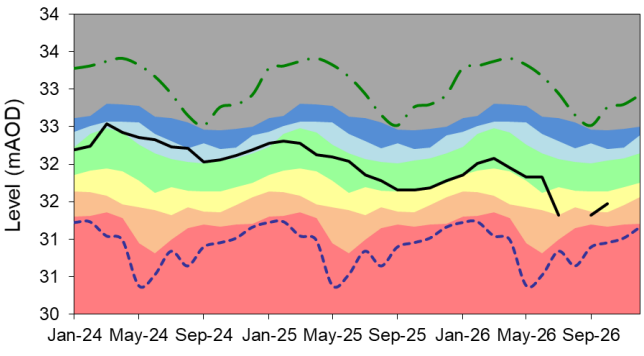
Newmarket - SNAIL CHALK
Ranking, Min and Max derived from data for the period Feb-1983 to Dec-2022

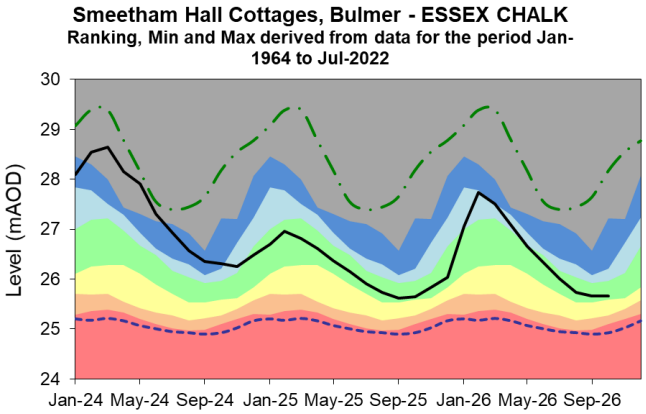


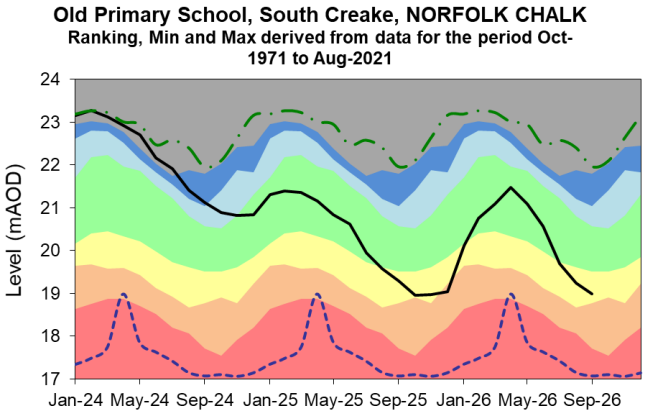
Redlands Hall, Ickleton - CAM CHALK
Ranking, Min and Max derived from data for the period Aug-1963 to Dec-2022

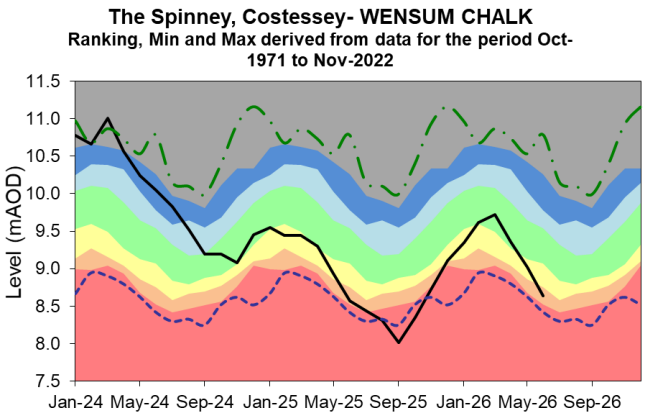


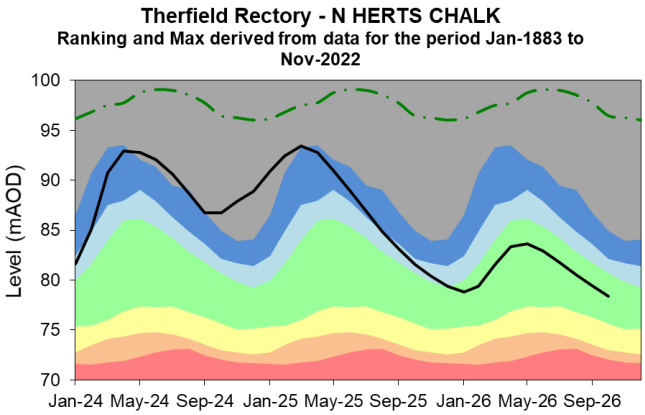
Rook Hall, Braiseworth- SUFFOLK CHALK
Ranking, Min and Max derived from data for the period Jan-1980 to Nov-2022

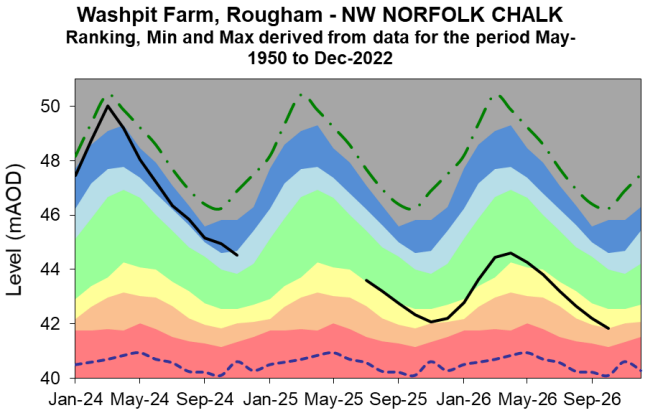


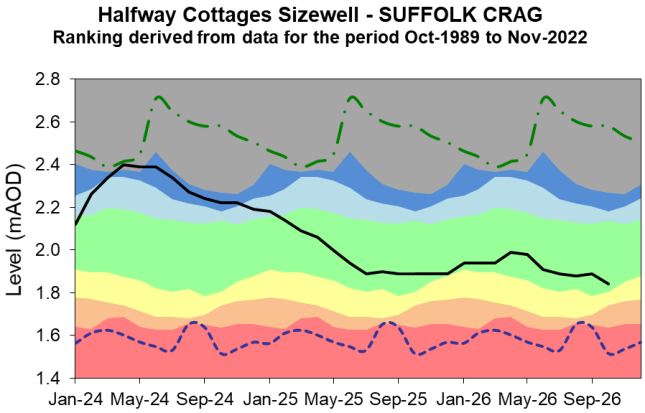










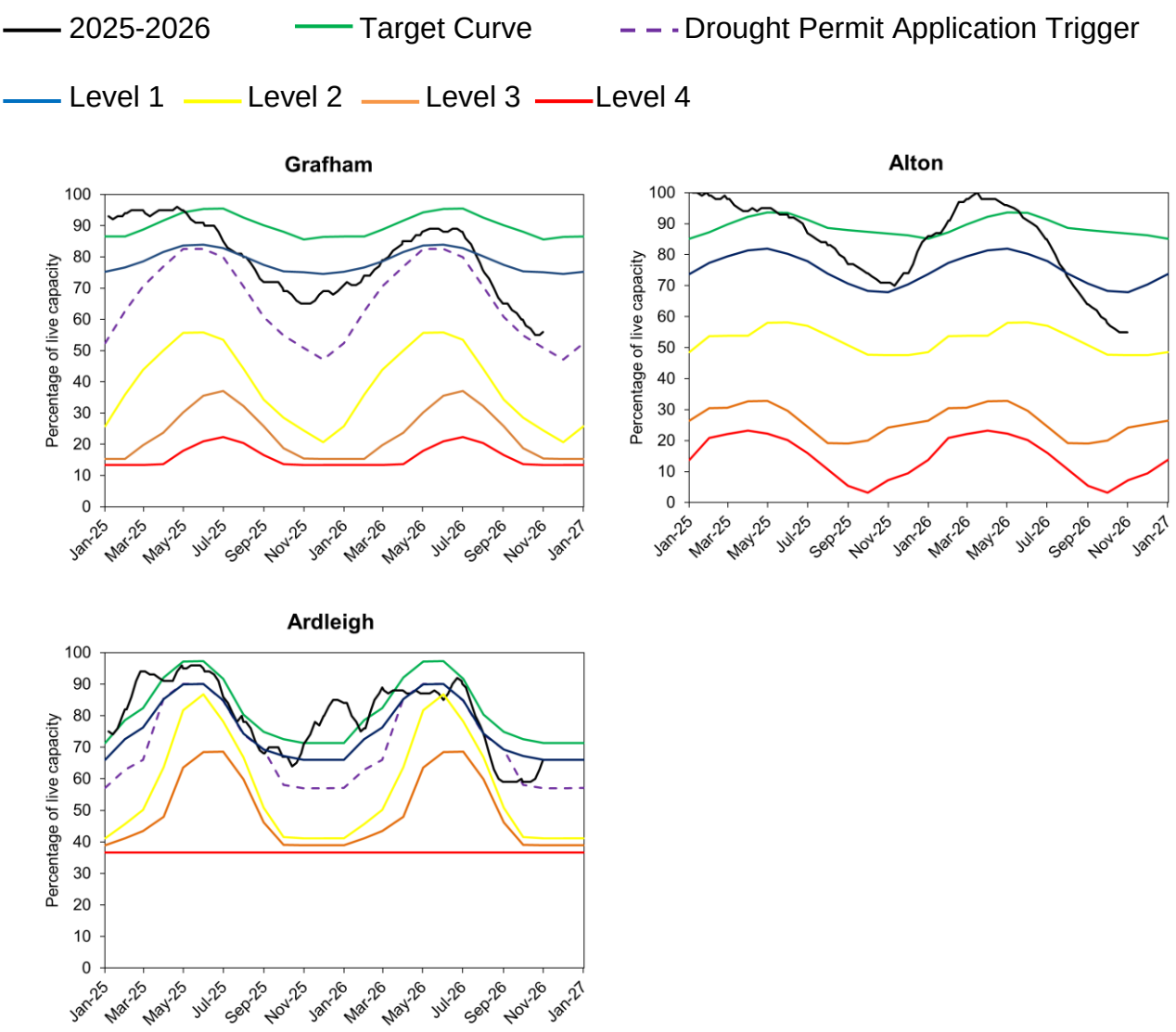


(Source: Environment Agency, 2026).

6 Reservoir stocks

6.1 Anglian Water

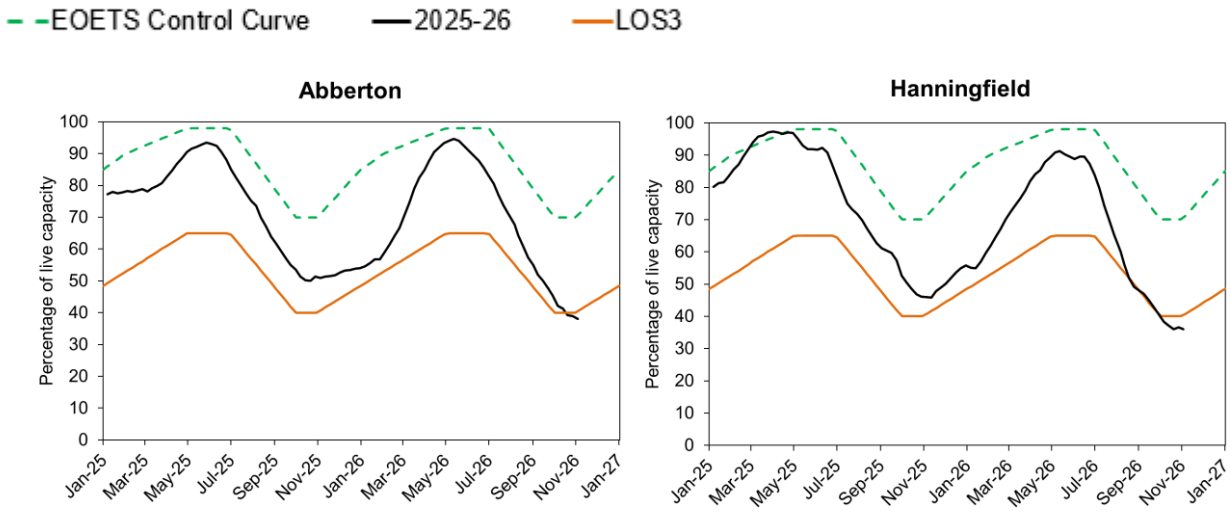
Figure 6.1: End of month regional reservoir stocks compared to the target curve and drought permit application trigger.



(Source: Anglian Water. For more information on Anglian Water's reservoir levels, please view their Drought Plan).

6.2 Essex and Suffolk Water

Figure 6.2: End of month regional reservoir stocks compared to the EOETS and level of service 3 control curve.



(Source: Essex and Suffolk Water).

7 Glossary

7.1 Terminology

Aquifer

A geological formation able to store and transmit water.

Areal average rainfall

The estimated average depth of rainfall over a defined area. Expressed in depth of water (mm).

Artesian

The condition where the groundwater level is above ground surface but is prevented from rising to this level by an overlying continuous low permeability layer, such as clay.

Artesian borehole

Borehole where the level of groundwater is above the top of the borehole and groundwater flows out of the borehole when unsealed.

Cumecs

Cubic metres per second (m^3/s).

Effective rainfall

The rainfall available to percolate into the soil or produce river flow. Expressed in depth of water (mm).

Flood alert and flood warning

Three levels of warnings may be issued by the Environment Agency. Flood alerts indicate flooding is possible. Flood warnings indicate flooding is expected. Severe flood warnings indicate severe flooding.

Groundwater

The water found in an aquifer.

Long term average (LTA)

The arithmetic mean calculated from the historic record, usually based on the period 1991 to 2020. However, the period used may vary by parameter being reported on (see figure captions for details).

mAOD

Metres above ordnance datum (mean sea level at Newlyn Cornwall).

MORECS

Met Office Rainfall and Evaporation Calculation System. Met Office service providing real time calculation of evapotranspiration, soil moisture deficit and effective rainfall on a 40 by 40 km grid.

Naturalised flow

River flow with the impacts of artificial influences removed. Artificial influences may include abstractions, discharges, transfers, augmentation and impoundments.

NCIC

National Climate Information Centre. NCIC area monthly rainfall totals are derived using the Met Office 1 km gridded dataset, which uses rain gauge observations.

Recharge

The process of increasing the water stored in the saturated zone of an aquifer. Expressed in depth of water (mm).

Reservoir gross capacity

The total capacity of a reservoir.

Reservoir live capacity

The capacity of the reservoir that is normally usable for storage to meet established reservoir operating requirements. This excludes any capacity not available for use (for example, storage held back for emergency services, operating agreements or physical restrictions). May also be referred to as ‘net’ or ‘deployable’ capacity.

Soil moisture deficit (SMD)

The difference between the amount of water actually in the soil and the amount of water the soil can hold. Expressed in depth of water (mm).

7.2 Categories

Exceptionally high

Value likely to fall within this band 5% of the time.

Notably high

Value likely to fall within this band 8% of the time.

Above normal

Value likely to fall within this band 15% of the time.

Normal

Value likely to fall within this band 44% of the time.

Below normal

Value likely to fall within this band 15% of the time.

Notably low

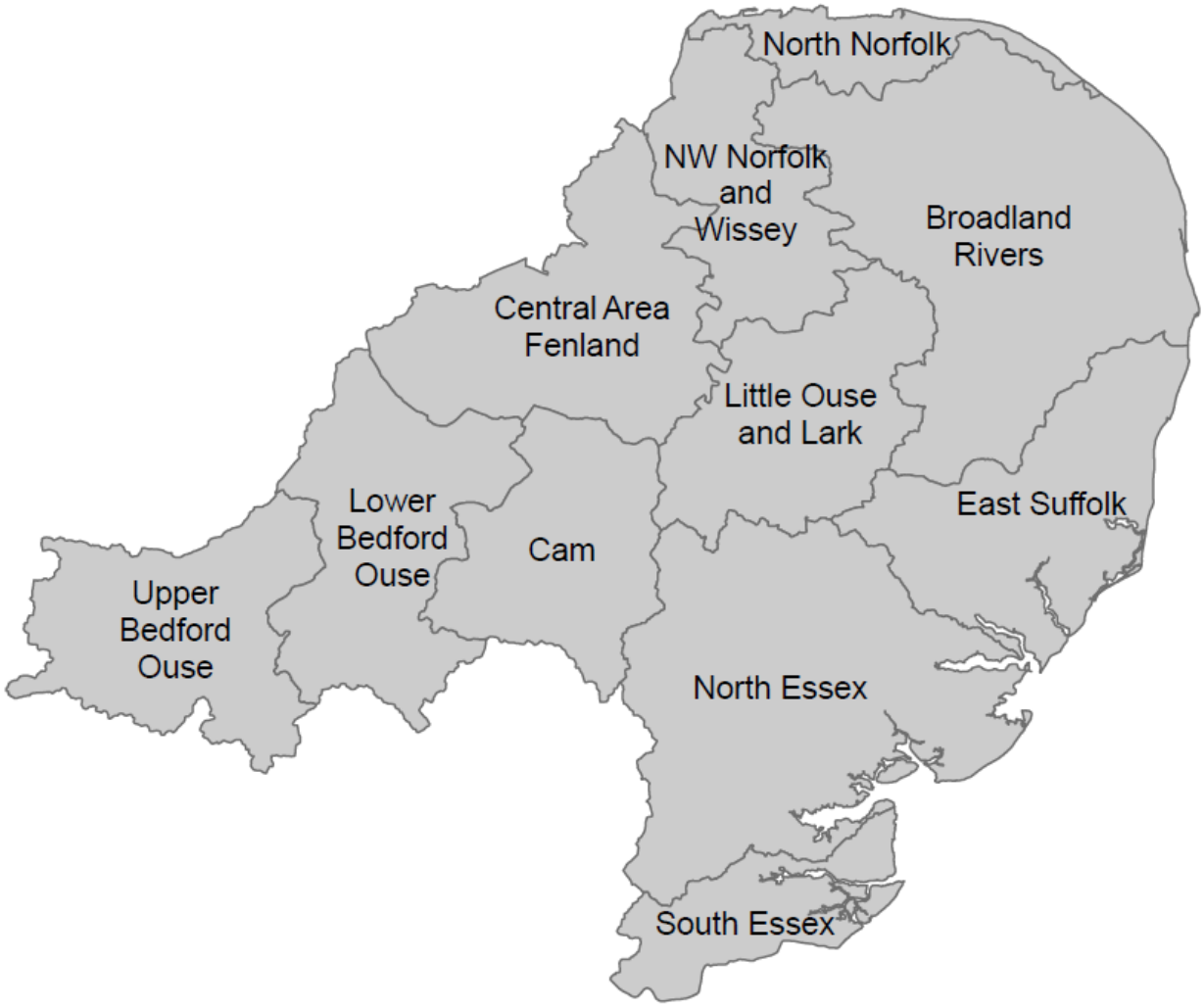
Value likely to fall within this band 8% of the time.

Exceptionally low

Value likely to fall within this band 5% of the time.

7.3 Hydrological areas

Figure 7.3: The map below shows the geographical extent of each hydrological area in East Anglia.



8 Appendices

8.1 Rainfall table

Hydrological area	Oct 2026 rainfall % of long term average 1991 to 2020	Oct 2026 band	Aug 2026 to October cumulative band	May 2026 to October cumulative band	Nov 2025 to October cumulative band
Broadland Rivers	121	Above Normal	Normal	Notably low	Below normal
Cam	116	Normal	Normal	Notably low	Below normal
Central Area Fenland	122	Above Normal	Normal	Below normal	Normal
East Suffolk	128	Above Normal	Normal	Notably low	Normal
Little Ouse And Lark	126	Above Normal	Normal	Notably low	Below normal
Lower Bedford Ouse	109	Normal	Normal	Below normal	Normal
North Essex	113	Normal	Normal	Notably low	Below normal
North Norfolk	123	Above Normal	Normal	Exceptionally low	Below normal
Nw Norfolk And Wissey	123	Above Normal	Normal	Notably low	Below normal
South Essex	103	Normal	Normal	Notably low	Notably low
Upper Bedford Ouse	121	Above Normal	Normal	Below normal	Normal

8.2 River flows table

Site name	River	Catchment	Oct 2026 band	Sep 2026 band
Abbey Heath	Little Ouse	Little Ouse	Exceptionally low	Exceptionally low
Blunham	Ivel	Ivel	Normal	Normal
Bramford	Gipping	Gipping	Below normal	Notably low
Burnham Overy	Burn	Burn	Notably low	Below normal
Burnt Mill	Rhee	Rhee	Notably low	Below normal
Cappenham	Tove	Tove	Normal	Below normal
Colney	Yare	Yare	Exceptionally low	Exceptionally low
Denver	Ely Ouse	Cutoff and Renew Channel	Exceptionally low	Exceptionally low
Dernford	Cam	Cam	Notably low	Notably low
Heacham	Heacham	Heacham	Below normal	Normal
Ingworth	Bure	Bure	Exceptionally low	Exceptionally low
Lexden	Colne	Colne Essex	Below normal	Notably low
Marham	Nar	Nar	Exceptionally low	Notably low
Needham Weir Total	Waveney (lower)	Waveney	Notably low	Below normal
Northwold Total	Wissey	Wissey	Exceptionally low	Exceptionally low

Site name	River	Catchment	Oct 2026 band	Sep 2026 band
Offord (gross Flows)	Great Ouse	Ouse Beds	Normal	Normal
Roxton	Great Ouse	Ivel	Normal	Normal
Springfield	Chelmer	Chelmer Upper	Normal	Below normal
Swanton Morley Total	Wensum	Wensum	Exceptionally low	Exceptionally low
Temple	Lark	Lark	Notably low	Notably low
Willen	Ouzel	Ouzel	Normal	Below normal

8.3 Groundwater table

Site name	Aquifer	End of Oct 2026 band	End of Sep 2026 band
Bath Spring, Charlton	Upper Ivel Chalk	Normal	Normal
Biggleswade	Ivel Woburn Sands	Below normal	Normal
Bircham Newton	North West Norfolk Chalk	Notably low	Notably low
Breckland	Wissey Chalk	Exceptionally low	Notably low
Bury St Edmunds	Upper Lark Chalk	Normal	Normal
Castle Farm, Offton	East Suffolk Chalk	Below normal	Normal
Gog Magog, Stapleford	Cam Chalk	Exceptionally low	Exceptionally low
Halfway Cottages	East Suffolk Crag	Normal	Normal
Hindolveston	Norfolk Chalk	Exceptionally low	Exceptionally low
Kenninghall	Little Ouse Chalk	Notably low	Notably low
Linton	Cam Chalk	Below normal	Notably low
Newmarket	Snail Chalk	Notably low	Notably low
Old Primary School, South Creake	North Norfolk Chalk	No Data	Below normal
Redlands Hall, Ickleton	Cam Chalk	Below normal	Normal

Site name	Aquifer	End of Oct 2026 band	End of Sep 2026 band
Rook Hall, Braiseworth	East Suffolk Chalk	Below normal	Notably low
Smeetham Hall Cottages, Bulmer	North Essex Chalk	Normal	Normal
The Spinney, Costessey	Wensum Chalk	Dry	Dry
Washpit Farm, Rougham	North West Norfolk Chalk	Below normal	Below normal
Therfield Rectory	Upper Lee Chalk	Normal	Normal
Fringford P.s.	Upper Bedford Ouse Oolitic Limestone (great)	Below normal	Normal

THE COPPICE WOODSMEN LTD
[redacted]
[redacted]
ADMIN@THECOPPICEWOODSMENLTD.CO.UK
WWW.THECOPPICEWOODSMENLTD.CO.UK

Abi Williams

Melbourne Parish Council 08/11/2026

Dear Abi,

Please find below the quotation for the requested works.

Cut, rake and removal of standing reed in three pond areas and piling of cut material in sun spots, shaded tree points (to be confirmed).

Fell/cutting back of overshadowing trees (primarily willow) as identified on visit 06/11/2026 with Rob Mungovan.

Provisional work dates are the 1st, 2nd and 3rd of March 2027. 7:30am-3:30pm.

Quote includes labour, consumables, travel, handheld machinery provision and use. The Coppice Woodsmen Ltd are not VAT registered.

Total: £1,995

Kind regards,

The Coppice Woodsmen

Stockbridge Meadows

Management Plan

2023 – 2028



Produced by Maureen Brierley

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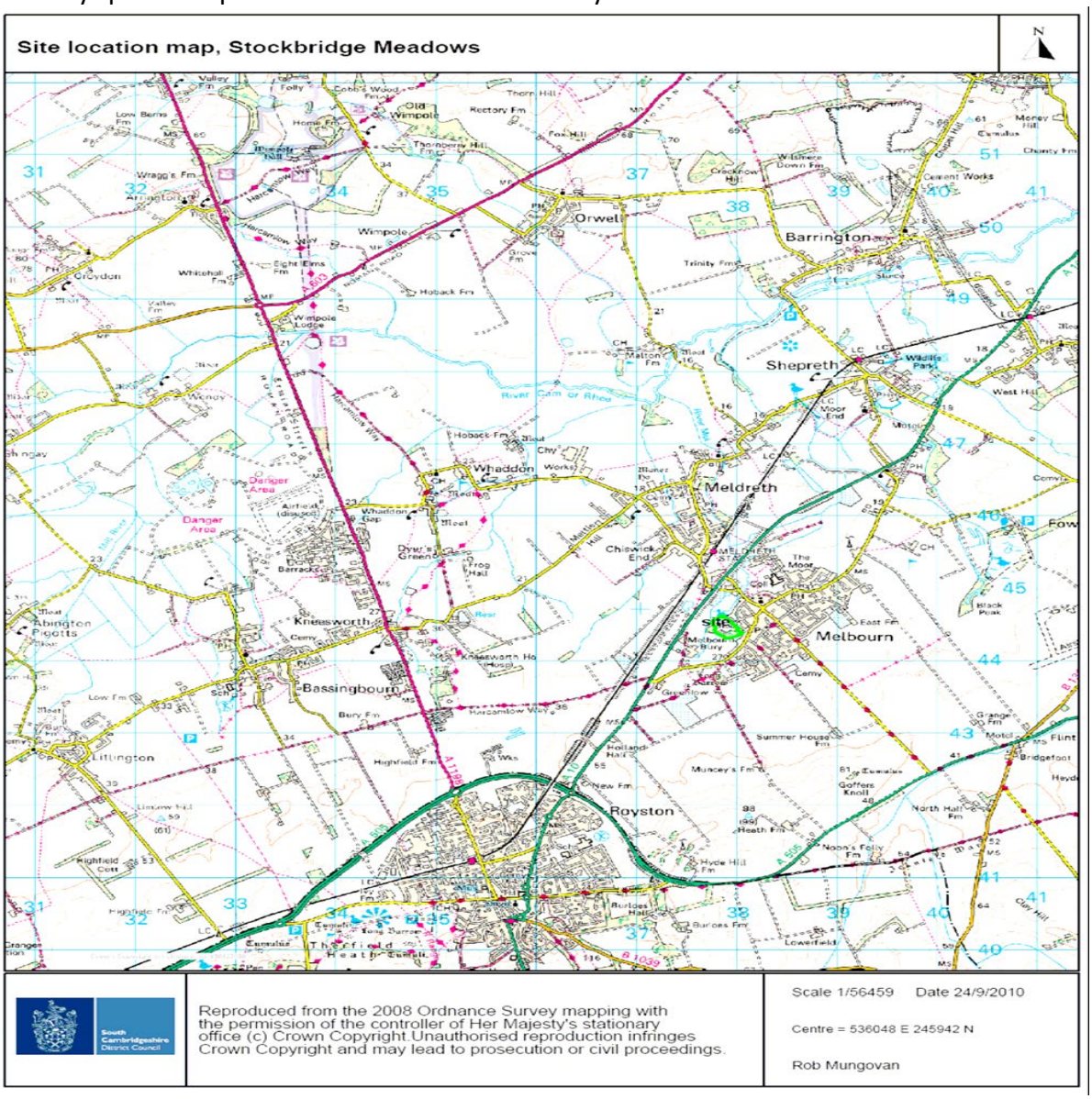
1.0 General Information

Area: Approximately 5.2 hectares. When considered with nearby land (within mixed private ownership) then a much larger mix of grassland, parkland, orchard and river exists in the order of 44.2 hectares in direct connection with the site.
Ownership: Melbourn Parish Council since 29th October 2008
Opened to public: 7th August 2012
Site name: Stockbridge Meadows
Ordnance Survey map sheet 154, grid ref TL 379 445.
Status: Fields in Trust – registered in 7th August 2012. The site is recognised as a village amenity space for quiet recreation and nature study.



1.1 Site location (Figure 1)

The site is situated off Stockbridge Meadows residential road in the village of Melbourn, South Cambridgeshire. The site is accessed via a vehicular drive (with parking area) off Stockbridge

Meadows Road. Signs are in place to guide public access. A kissing gate allows access to the site. Hard surfacing

has been provided to assist wheel chair and pram access. A locked field gate allows machinery into the site from the parking area. A hard surfaced access to enable disabled access has been provided.
The River Mel, a rare chalk stream flows from its source into and through Stockbridge Meadows, continuing its journey via Sheene Mill and through the villages' recreational fields.

1.2 Management

The management of the site was transferred to Melbourn Parish Council following the completion of the adjacent residential development of Stockbridge Meadows estate. Development of Stockbridge Meadows nature reserve formed part of the permissions for the housing development. Management of the site continues to follow the plan developed by South Cambridgeshire Ecology Officer. The site is managed to maintain the footpaths for public access by an agreed grass cutting regime with local contractor. The wildflower meadow is cut by the Village Rangers in line with the management plan. A small group of volunteers provide support to the Rangers assisting in the maintenance of the site. Risk assessments are provided by the Parish council or Volunteer leader as appropriate.

1.3 Designations

Fields in Trust – registered in 7th August 2012.

1.4 Site History

Prior to the site being laid out for public access the following description was applicable: *The land comprises extensive areas of regenerating scrub and remnant orchard, together with rough grassland sloping down towards the river, the banks of which are fringed by a strip of rough grassland and tall ruderal vegetation and augmented by pollard white willow. The northern edge of the site is marked by a hedgerow and scrub, which connects to the River Mel to the west, together with a number of veteran ash pollards, coppices and associated standing and fallen deadwood. The river meanders to form part of the southern boundary as well, whilst the east of the site is bounded by a combination of scrub and garden boundary vegetation from the adjoining properties.*

The river is relatively enclosed in nature and is associated with wide marginal areas encompassing reedbeds and other marginal plants, with occasional outgrown willow pollards dotted along its length. A fringe of emergent plants may be seen at the base of both banks, which are generally relatively shallow in profile. "Landscape and Ecology Management Plan" CSA Environmental Planning 2004

In January 2008 the site was laid out to maximise public access and enjoyment of the site. The main works included:

- Provision of a boardwalk to the river
- Creation of 2 shallow scrapes

- Planting of new plum and apple trees in the old orchard area
- Planting of a pear orchard
- Opening up of river views at 2 locations
- Provision of a site interpretation board
- Planting of new scrub areas

- Planting of standard trees
- Planting of wildflower meadow areas
- Planting of amenity grassland area
- Creation of rolled grass paths
- Provision of dog mess bins
- Provision of picnic benches

1.5 **Management achievements –** since the site opened to public access the Parish Council staff and volunteers have maintained and improved the above areas.

- Cutting and raking of wildflower meadow and seeding with new wildflower stock
- Maintenance of old orchard area and planting of replacement heritage plum and apple trees
- Development and maintenance of reed bed areas (shallow scrapes)
- Maintaining river view areas by careful management of reeds and weed growth in river
- Further provision for reptiles by building of log piles
- Removal of litter as necessary
- Provision of new Boardwalk to maintain public ability to access river views.

Key to the success of the site is to increase biodiversity and maintain the open grassland land, whilst keeping the site accessible to all.

1.6 Connectivity with other sites

Stockbridge Meadows lies within the village of Melbourn with private land bordering its boundaries. There are important wildlife sites within a 5-mile radius.

a) River Mel is a chalk stream whose source lies just outside Stockbridge Meadows with the river flowing along the sites borders and onwards to join the River Rhee. The River Mel is approximately 5 miles in length.
b) RSPB Fowlmere – RSPB (SSSI name is Fowlmere Watercress Beds) OS Map ref:TL406461 – connectivity to Melbourn village due to farmland abutting the reserve
c) L-Moor Shepreth – OS map ref: TL385475 managed by Beds, Cambs and Northants Wildlife Trust – there is connectivity here due to the course of the River Mel through Meldreth and connection with Guilden Brook.
d) Melwood – OS map ref: TL 37804590, owned by Cambridge County Council leased to Meldreth Parish Council and managed by Melwood Volunteers abuts the River Mel as it passes through Meldreth
e) Therfield Heath – Stockbridge Meadows is owned Bt MSSSI managed by The Conservators for Therfield Heath

1.7 Purpose of declaration

Melbourn Parish Council's purpose is to strengthen the identity of the site by gaining official recognition of Stockbridge Meadows as a Local Nature Reserve (LNR). This is to provide more protection for the site while increasing its biodiversity and ensuring a green space for the use and enjoyment of the local community. During the Covid pandemic the community found visiting the area helped with anxiety and stress created by the pandemic. It is well documented that green spaces such as Stockbridge Meadows sited within the middle of a village helps mental health issues. As referenced above, the site is near to other important wildlife sites, with Stockbridge Meadows helping to connect and enhance the collection of important sites within the wider area. It is also an important habitat for pollinating insects, badgers, water voles and reptiles.

The Parish Council is committed to developing further conservation plans for the village and see the gaining of local nature reserve status as an important platform to launch their plans.

1.8 Known constraints

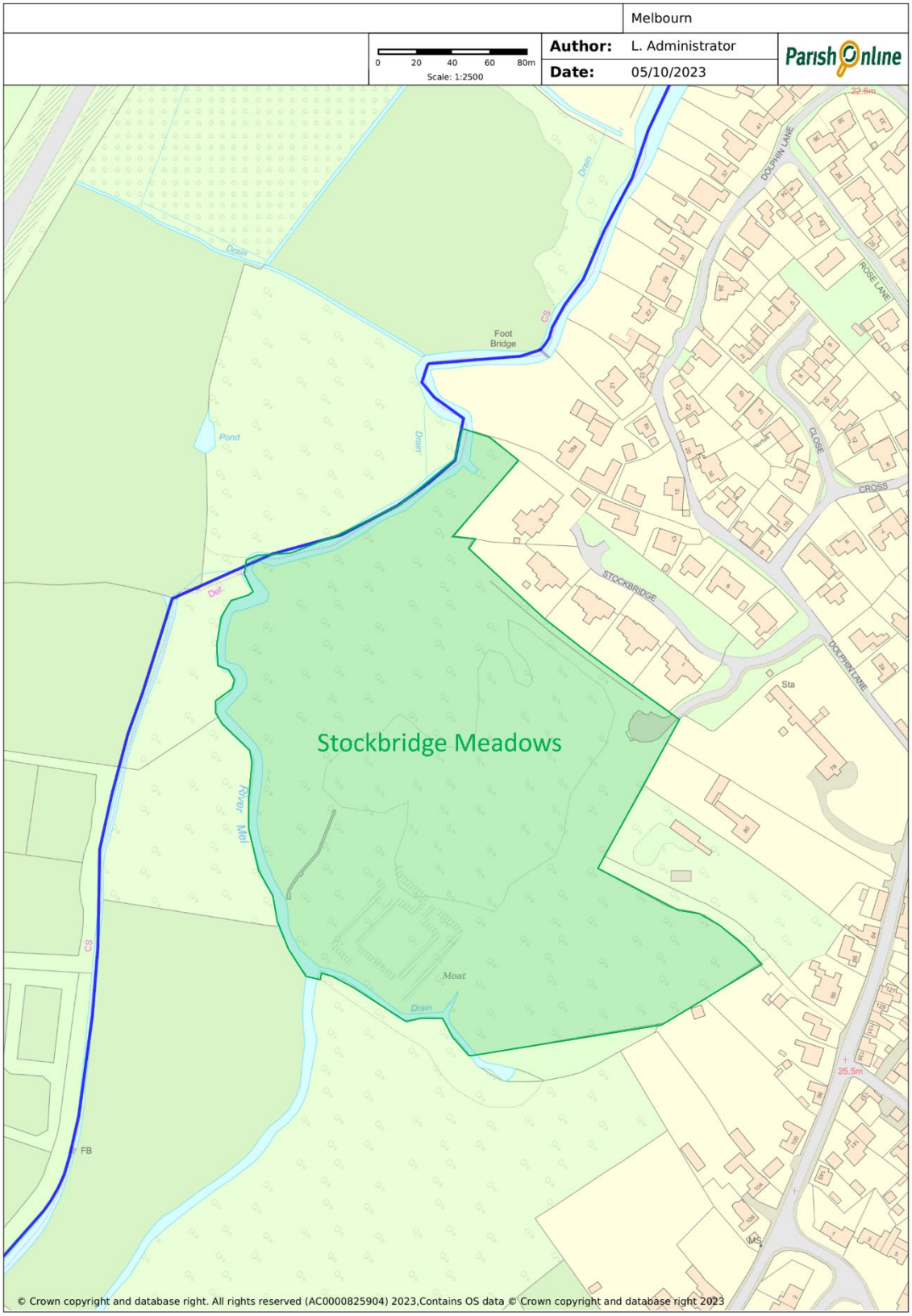
The River Mel's source lies on the edge of Stockbridge Meadows and during prolonged drought the river has dried up. The Environment agency in consultation with the River Mel Restoration Group are exploring mitigation steps to improve support to the river in times of drought.

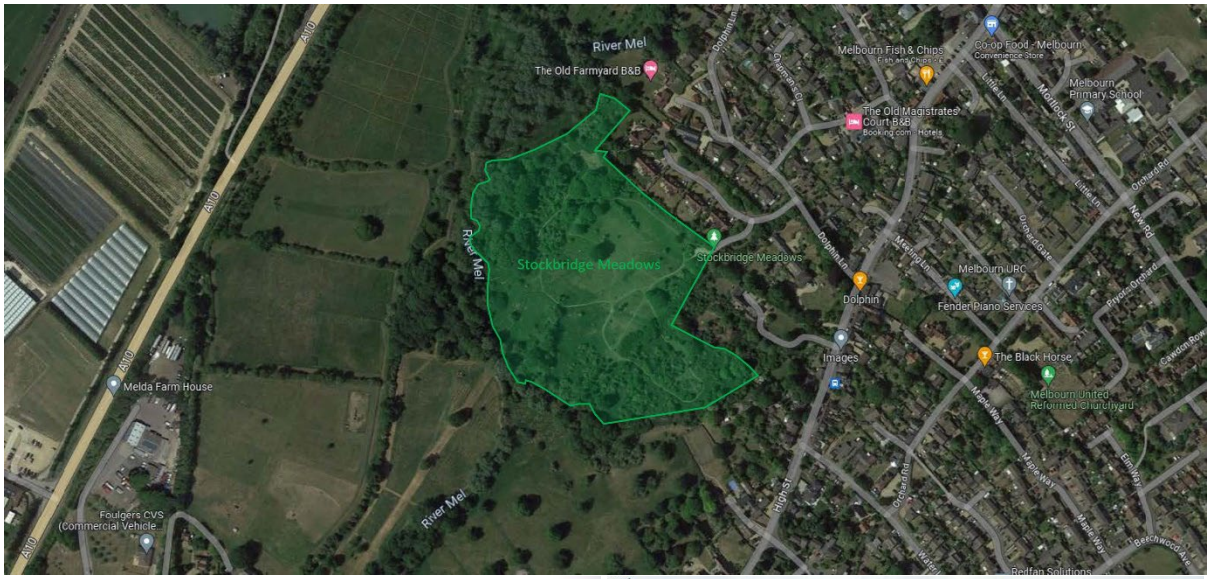
Sufficient manpower and finance to maintain and develop the site are recognised constraints by Melbourn Parish Council.

1.9 Access and management policies

Stockbridge Meadows is accessible to the public twenty-four hours a day throughout the year. Access to the site by vehicle is through the entrance which lies off the road Stockbridge Meadows. This entrance leads to the nature reserves car park. Pedestrian access is through the same entrance. There are signs indicating access to the car park and reserve.

Management policies are provided as required by Melbourn Parish Council and the appropriate Local authority.


Melbourn
Author: L. Administrator
Date: 05/10/2023
0 20 40 60 80m
Scale: 1:2500
Parish Online
Stockbridge Meadows
Foot Bridge
Pond
Drain
River Mel
Moat
DOLPHIN LANE
ROSE LANE
CLOSE
CROSS
STOCKBRIDGE
Sta
FB
22.6m
25.5m
© Crown copyright and database right. All rights reserved (AC0000825904) 2023,Contains OS data © Crown copyright and database right 2023


River Mel
The Old Farmyard B&B
Melbourn Fish & Chips
Co-op Food - Melbourn
Melbourn Primary School
The Old Magistrates' Court B&B
Stockbridge Meadows
Stockbridge Meadows
Melbourn URC
Dolphin
Fender Piano Services
Images
The Black Horse
Melbourn United Reformed Churchyard
A10
Melda Farm House
River Mel
Foulgers CVS (Commercial Vehicle
River Mel













2.0 Site description

The site is divided into habitat areas: wildflower meadows, rough grassland area for lizards and grass snakes, chalk stream and wetland, plum, gage and apple orchard, amenity area and scrub, woodland, meadow with trees.

2.1 Wildflower meadows -The wildflower meadow is next to the amenity area and is much appreciated by the public, with meadow cranesbill, ox eye daisies, yellow rattle and many more. Butterflies and moths are attracted to the flowering plants and in the summer months Glow worms may be seen at night, putting on a light display.
Rabbit infestation is a problem as they dig in the meadow, damage the paths and eat the wildflowers.
Grass and nettle encroachment continues to be an issue, yellow rattle seed has been sown over the last few years and is beginning to weaken the grass.

2.2 Rough grassland -snakes and lizards. The reptile area has log piles with roofs of corrugated iron to provide habitat for snakes and lizards. The corrugated iron is also laid within this area and grass snakes can sometimes be found lying underneath them warming themselves. Grass cutting is minimal in this area, although pathways are cut through to link it with the open amenity area. Lizards can be seen basking on the boardwalk and grass snakes often bask in the open areas of the reed beds. Volunteers ensure that the log piles are fit for purpose and that the corrugated iron remains within this area.

2.3 River/Wetland habitat – Our rare chalk stream, the River Mel is one of the main attractions for our visitors and an essential requirement for the wildlife. Water voles live along the river bank. **Access to** view the river is provided from the boardwalk which runs between the reed beds and volunteers maintain another viewing point further along this stretch.
The open water areas in the reed beds provide habitat for frogs and dragonflies.

2.4 Orchard- Heritage fruit trees were planted last autumn to replace older trees that had reached the end of their life. The old trees have been left in situ so as to continue to provide habitat for invertebrates.

2.5 Hedgerows/scrub- These areas provide important habitat for badgers and muntjac due to limited access by the public. Muntjac lie up in the scrub during the day. The badger sett was in place at the setting out of the site and continues to be used, although it has moved from the original site to be slightly further from the path.

2.6 Amenity area: Open grassland in the centre of the site provides an area for families to picnic and enjoy games with their children. The local primary school brings classes over to the area and holds family afternoon get togethers.
There is seating at points in the reserve for the public to sit and enjoy the green space and wildlife.

Birds' species such as green woodpecker utilise the open grassland, while owls and birds of prey hunt small mammals. The wildflower meadow provides a pleasant backdrop to the amenity area. Bird boxes were placed through the canopy of trees across the reserve prior to its public opening. Buzzards have nested and reared their young in the trees along and behind the river bank.

Bat boxes were also positioned at the same time as the bird boxes. They are still in place but unfortunately some of them have been vandalised and require replacement.

2.7 Trees – there is a scattered mix of hawthorn, elder, ash and a veteran field maple. A copse of ash trees lies behind the wildflower meadow and are as yet only minimally affected by ash die-back. There is also grey poplar and recently planted black poplar. Fallen dead wood is left as habitat for invertebrates and for children to make hides.

3.0 Site evaluation

Size

The site is approximately 5.2 hectares (~13 acres). When considered with nearby land (within mixed private ownership), then a much larger mix of grassland, parkland, orchard and river exists in the order of 44.2 hectares in direct connection with the site.

Diversity

The site contains an interesting mix of dry grassland to fen habitats (although becoming degraded). An area of new wildflower meadow habitat has been planted that should provide seed to other parts of the site. The diversity of the existing grassland flora was considered poor, possibly as a legacy of the site's partial former arable use.

Small woodland habitats include wet woodland and willow carr adjacent to the river. No tree management had been undertaken for many years with fallen trees lying in, and across, the river in places. A number of trees had been managed for safety reasons prior to the site being opened up to the public. Many trees are still suffering from rabbit damage.

The former orchards have been supplemented through new planting together with the preservation of some original trees through scrub removal.

New areas of scrub planting have been undertaken to try and compensate for the scrub loss following the general opening up of the site.

Shallow scrapes have been created adjacent to the boardwalk to provide open water habitats (different from that provided by the river).

The site's diversity is now considered to have been much enhanced following the work in early 2008.

Naturalness

The orchard area had most likely been planted within the last 50 years and now has some new planting to supplement it.

The area of Trayles Manor has been left uncleared of scrub. Where open ground occurs, it is dominated by nettles.

The area of fen type habitat and adjacent wet woodland is perhaps the most natural within the site as the site's high water table conditions have dictated the flora that has established.

Rarity

Whilst no rarities of flora occur on site two animal species are of note; badger whose sett contains a number of active holes on the edge of the orchard area, and the common lizard which were translocated to a specially laid out area to the south west of the site. Of local interest (and possibly of county importance), is the presence of glow worms.

Melbourn village contains a number of formally managed open spaces. This site is the only one near to the village's centre where wildlife conservation is the main objective.

Fragility

Grassland habitats can be fragile in the absence of appropriate cutting regimes. The river could become entirely choked by sedge and common reed if left unmanaged.
The wet woodland would eventually outcompete the willow carr areas.
The fen area is currently showing signs of drying out with an ingress of nettles. The scrapes would become quickly overgrown if not cleared in the winter.
The orchard areas could become overgrown by ivy and brambles if not maintained.

History

To the south of the site is the archaeological remains of the 14th century site of Trayles Manor, a former moated house.

Ecological position

The site is bounded by the River Mel on its west beyond which is open grassland and copses. To the north and east are (relatively large) residential garden of Melbourn village. To the south is grassland and parkland habitats of Melbourn Bury. The site is considered to be largely open to the countryside.

Intrinsic value

The site is an area managed for its range of semi-natural habitats (as opposed to formally managed recreation areas). The presence of common lizards and glowworms are the only known populations within the village in a public area.

Identification and confirmation of important features

The site of Trayles Manor is important historically.

The presence of the River Mel is important as a clear chalk river habitat with otters, wild brown trout and water voles associated within it.
The old orchard is a priority habitat for conservation.
The scrapes provide open water habitats of benefit to amphibians and invertebrates.
The presence of a badger's sett is important, even though several others are present within the parish.
The wildflower meadows are visually important and should increase in value for invertebrates as they mature.
The presence of glow worms within the is considered to be of local importance (if of county importance).
The majority of the site has been influenced by Man's use of the site over the centuries and recent history. The current grassland has been re-sown with an amenity mix and a wild flower mix (Emorsgate Seeds EM5 & EM8). Areas of tussock grassland have been retained and patches of cowslip are also present in a few places.

3.1 Biodiversity Stockbridge

Stockbridge Meadows is a small site that contains a diverse mix of habitats including wildflower meadow, a chalk stream with wetland, grassland, scrub, ditches, and woodland. The site has a rich biodiversity and provides an important habitat for many different species. The wildflower meadow and open grassland attracts butterflies, bees and moths. Habitat has been provided for common lizards and grass snakes, while glow worms can be found and seen along the grass paths in June and July.

The chalk stream is a rare habitat providing shelter for water voles and food for the kingfisher. The reed beds and scrapes encourage dragonflies, frogs and toads to the area. Buzzards have nested in the trees behind the river since the reserve opened.
A small mammal survey undertaken prior to the covid pandemic counted 42 field and wood mice and a single shrew in one night.

The mix of habitats and links with other wildlife sites nearby enhance its value and help to increase its biodiversity. As with any site the greater the number of habitats present usually means that there is greater biodiversity. The maintenance of this site intends to enhance and protect the habitats present. The most important habitat is the chalk stream with its reed beds and the wildflower meadow.

The site is divided into habitat areas: wildflower meadows, rough grassland area for lizards and grass snakes, chalk stream and wetland, plum, gage and apple orchard, amenity area and scrub, woodland, meadow with trees.

4. Site Evolution

The site has been open for almost ten years and the fundamental aspects of the reserve remain unchanged. The grass cutting has maintained the paths and amenity area as shown in the maps above. However, it is recognised that in the intervening years the site has matured and issues with the upkeep in line with the previously agreed management objectives has demonstrated a need to revisit decisions and develop plans and objectives for the current reserve and what it will need in the future.

Melbourn Parish council and the volunteers are in agreement that applying for and being successful in gaining Local Nature Reserve status is the ideal platform to reassess and plan with a view to increasing resources required to fully implement a maintenance plan alongside an aspirational 5-year plan.

4.1 Volunteering.

A volunteer group was set up when the reserve fully opened to the public in July 2012. This group met regularly when the reserve first opened to support the Village Wardens with the implementation of the management plan. At present the volunteers meet as required to maintain the wildflower meadow and reptile area. In the last few years local businesses have provided volunteers from their employee volunteer schemes to assist the Stockbridge Meadows volunteers on specific projects (raking off the wildflower meadow, building refuges for the lizards and clearing the reed beds as necessary). The River Mel Restoration Group, a local volunteer group, maintain the River Mel and reed beds within the reserve. Local interest in environmental projects has increased since the pandemic and other groups such as Churches Together have joined forces with the volunteer group to plant heritage fruit trees within the orchard.

It is a priority to attract new volunteers to the volunteer group so as to fulfil the future plans for Stockbridge Meadows. A model of monthly volunteer meetings working alongside the parish council staff member is planned.

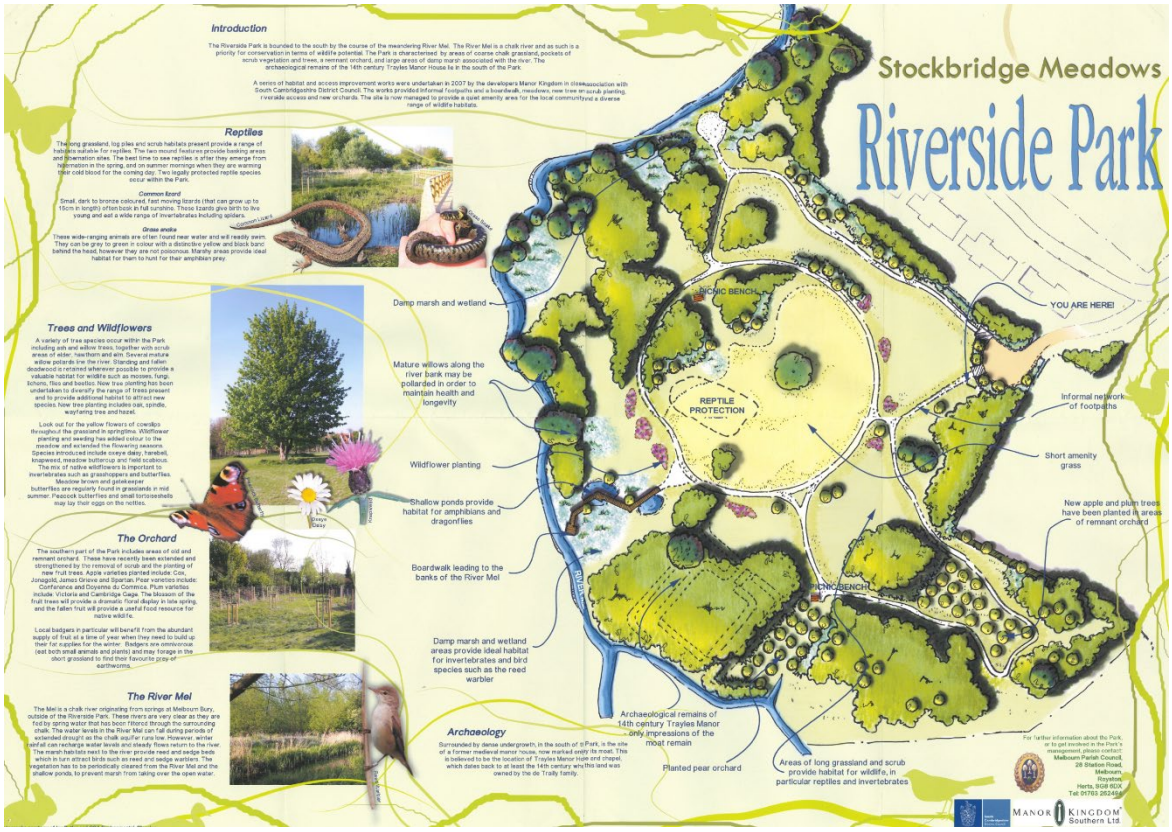
Melbourn Parish Council provides insurance for the volunteers along with non-power tools as required.

4.2 Local schools

The local primary school arranges educational and social visits to the reserve. At present this is on an informal basis, however, if resources allow the Parish Council and volunteers aim to provide a more planned and organised programme with schools and young people community groups.

5.0 Information and reporting provision

An interpretation board is located at the main entrance and provides information about the habitats and the wildlife present on site**.**



5.1 Marketing and Promotion

Occasional articles are written for the local community award winning magazine – Melbourn Magazine which is published quarterly. This provides readers with information about the area, such as the findings of a small mammal survey, photographs of butterflies and moths taken by a keen local photographer.

Recently new signage has been put in place to clarify the access to the site and its car park.

Stockbridge Meadows has seen an increase in footfall since the Covid 19 pandemic. Its central position within the village has provided and continues to do so, a small oasis of calm and greenery. This is welcomed but it does bring pressure onto the reserve's habitat and wildlife. It has also brought benefits as new volunteers have come forward to boost the volunteer group numbers and reduce the demographic age.

The benefit of the site for wildlife must be balanced against the value for people that use the site. There can sometimes be a conflict between managing the site for people (access and leisure) and managing the site for wildlife so it is important to involve members of the local community to help them gain an understanding of the site and the wildlife within.

5.2 Budget

Melbourn Parish Council – Support Statement

Melbourn Parish Council owns and is responsible for the Stockbridge Meadows asset. The Council has formally voted and agreed to support the plans to secure this valuable natural

resource and maintain it as it becomes more formally and officially a Nature Reserve. Melbourn Parish Council commits to providing the necessary financial and manpower resources to support this both this Management Plan and the detailed and seasonalised maintenance schedule annexed to this document. The support will be offered as:

(a) Capital Requirements

The Stockbridge Meadows area benefits from being some distance from significant housing or other development and is out of direct sight of almost all urbanisation. The plans to secure the area more formally as a Nature Reserve will require increased attention and oversight. Some secure storage and maintenance equipment will be needed, together with a closer access to water supplies. As issues are identified finance will be set aside in annual budgets to service the needs.

(b) Manpower Requirements

A decision has already been taken to supplement the team of Village Wardens. The Wardens have previously covered a wide-ranging role, looking after both ecological and general maintenance needs across the entire estate. The Warden team has been extended to include a Conservation Warden who has focused responsibilities for all green spaces and, in particular, Stockbridge Meadows due to the special and unique qualities it represents.

The individual now appointed has long experience with the nature reserve, having been associated with it since its inception. This staffing change, increasing the paid staff team, is an added investment by the Melbourn Parish Council that anticipates the responsibilities that go with the maintenance and long-term development registration of Stockbridge Meadows as formal Nature Reserve.

STOCKBRIDGE MEADOWS 2024 – 2025 Calendarised Tasks & Aspirational Objectives

January to March	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	Costs and Time
Maintenance of Site Infrastructure	Keep area around benches and picnic tables clear of nettle Clean and treat wooden benches Keep area around Boardwalk clear of reeds and encroaching weeds Treat Information Board woodwork as necessary and clean glass Car park area keep clear of weeds and litter	**HIGH**	Conservation warden with assistance from Volunteers	Appropriate treatment fluid for Information Board Consider use of Herbicides to keep weeds under control in car park	Conservation warden time through Jan to March
Maintenance of Wildflower Meadow	Cut Wildflower meadow and sow appropriate wildflower seed e.g. yellow rattle	**HIGH**	Conservation warden with assistance from Volunteers	Purchase of wildflower seed	Conservation warden costs.
Maintenance of Reed beds and scrapes	Cut back reeds in scrapes to provide open water and suitable environment for amphibians to spawn	**HIGH**	River Mel Restoration Group volunteers	Purchase of two lightweight scythes	RMRG volunteer time approximately 3 hours Estimated cost of one scythe = £85 incl VAT
April to September					
Maintenance of Amenity Grassland area	Cut monthly as a minimum -grass to be cut to 5-10cm in height	**HIGH**	Contractors under advisement of Conservation Warden	Dependent upon the growing season cutting may need to run into October	Contractors' costs and time

April to September(contd.)	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIME
Maintenance of Main paths	Cut paths to 2 metres wide	**HIGH**	Contractors under advisement of the Conservation warden		Contractors' costs and time
	Rabbit scrapes to be filled in as necessary to maintain safe pathways	**HIGH**	Conservation warden	Top soil to fill in the scrapes	Conservation warden's time and costs
Minimal maintenance of rough grassland and cowslip area	Minimal cut to Cowslip area during the growing season	**Medium**	Conservation warden		Conservation warden's time and costs
Maintenance of woodland and scrub area	Keep paths clear of overhanging branches Review Trees health and assess need for replacements	**HIGH**	Conservation warden		Conservation warden's time and costs
Maintenance of lizard area	Ensure 3 paths cut and remain open through the area	**HIGH**	Contractors under advisement of Conservation warden		Contractors' costs and time
Invasive species	Regular assessment of the reserve to identify early intrusion of invasive species	**HIGH**	Conservation warden with assistance from volunteers	Investigate resources required to treat invasive species	Conservation warden's costs and time
Maintenance of Old Orchard	Keep nettles under control by strimming area monthly through the growing season Prune Plum and Gage trees in June/July Check tree guards Water replacement trees	**HIGH**	Conservation warden with assistance from volunteers	Access to water source in reserve at present non available	Conservation warden's costs and time

April to September(contd.)	ACTIVITY	PRIORITY	RESPONSIBLE PERSON	ADDITIONAL RESOURCES	COSTS AND TIMES
WILDFLOWER MEADOWS	Using Allen Scythe cut meadows in middle of August and rake off approximately two to three weeks later depending upon the weather and ground conditions Rakings to be placed in lizard area	**HIGH**	Conservation warden to cut meadow Volunteers to rake off cuttings and remove to lizard area		Conservation warden's costs and time
October to December					
Maintenance of Site Infrastructure	Keep area around benches and picnic tables clear of nettle Clean and treat wooden benches Keep area around Boardwalk clear of reeds and encroaching weeds Treat Information Board woodwork as necessary and clean glass Car park area keep clear of weeds and litter	**HIGH**	Conservation warden with assistance from Volunteers	Appropriate treatment fluid for Information Board Consider use of Herbicides to keep weeds under control in car park	Conservation warden time through October to December
Old Orchard	Prune apple trees as needed	**HIGH**	Conservation warden with assistance from Volunteers		Conservation warden's costs and time

Maintenance of Bird boxes **October to December (contd.)**	Check boxes for damage and replace as necessary **ACTIVITY**	**HIGH** **HIGH**	Conservation warden with assistance from Volunteers **RESPONSIBLE PERSON**	**ADDITIONAL RESOURCES**	Conservation warden's costs and time **COSTS AND TIMES**
Maintenance of Bird boxes	Record usage. Empty and clean before replacing on site	**HIGH**			Conservation warden's costs and time
Maintenance of reed beds and scrapes	Cut back reeds in scrapes to provide open water. Rake off cut reeds	**HIGH**	Volunteers	Purchase of two lightweight scythes	Volunteers time Cost of scythes see Jan to March for costings.
Throughout year	**ACTIVITY**	**PRIORITY**	**RESPONSIBLE PERSON**	**ADDITIONAL RESOURCES**	**COSTS AND TIMES**

STOCKBRIDGE MEADOWS 2024 – 2025 Calendarised Tasks & Aspirational Objectives

DEVELOPMENT OF VOLUNTEER GROUP	Develop plan to recruit volunteers Develop links with Timebank and Local corporates Assistance from Parish Council with advertising volunteer opportunities	**HIGH**	Volunteer leaders with Conservation warden input and assistance Melbourn Parish Council	Consider provision of secure container for storage of tools to be sited in car park To avoid volunteers transporting tools to site each time.	Cost of suitable container Volunteers time
Increase Public awareness of reserve	Consider ways to inform public regarding habitats and the wildlife in reserve e.g. writing regular articles in Melbourn magazine, parish magazine.	**HIGH**	Volunteers and local wildlife experts		
Develop links with local schools, youth groups and nurseries	Contact identified schools etc to discuss ways of developing strong links	**HIGH**	Volunteer leads with support from Conservation warden		Volunteers time.

Yellow Highlighted Items imply Capital Spend

STOCKBRIDGE MEADOWS ASPIRATIONAL AIMS AND OBJECTIVES 2024-25

OBJECTIVE	AREA	ADDITIONAL RESOURCES	PRIORITY	BY WHOM	COMPLETION DATE
REVIEW ANNUAL MAINTENANCE PLAN	ALL AREAS	AMEND AS APPROPRIATE	HIGH	MPC/WARDEN/VOLUNTEERS	JANUARY 2024
RECLAIM WILDFLOWER MEADOWS FROM INVASIVE WEEDS TO IMPROVE WILDFLOWER DIVERSITY	WILDFLOWER AREA – RIGHT HAND SIDE OF PATH LEADING TO RIVER MEL WILDFLOWER AREA ON LEFT OF PATH LEADING TO OLDORCHARD	AREAS TO BE CUT AND VEGETATION TO BE RAKED OFF	HIGH	CONTRACTORS TO CUT VOLUNTEERS TO RAKE OFF	APRIL
RECLAIMED WILDFLOWER AREAS TO BE RESEEDED WITH WILDFLOWER SEEDS	AS ABOVE	PURCHASE OF APPROPRIATE WILDFLOWER SEEDS	HIGH	SEEK FUNDING SOWN BY VOLUNTEERS	
RECLAIMED AREAS TO BE INCORPORATED IN MAINTENANCE CUTTING PROGRAMME	AS ABOVE	REGULAR CUTTING	HIGH	CONTRACTORS	ONGOING
ONGOING RESEEDING FOLLOWING CUTTING					ONGOING
WORK WITH FWAG TO ASSESS THE PROVISION OF POND FOR GREAT CRESTED NEWTS	SCRUB LAND BELOW LIZARD AREA	SCRAPE MONITORED TO ASSESS WATER TABLE	HIGH	VOLUNTEERS	REVISIT FROM FWAG ?

OBJECTIVE	AREA	ADDITIONAL RESOURCES	PRIORITY	BY WHOM	COMPLETION DATE
IF AREA CONSIDERED SUITABLE WORK WITH FWAG MEMBERS TO PLAN THE POND FORMATION					TBD
PROVISION OF NEW BASKING AREAS FOR SNAKES AND LIZARDS					TBD
DEVELOP NETWORK OF COMMUNITY VOLUNTEERS					TBD

Future Years - OUTLINE

STOCKBRIDGE MEADOWS AIMS AND ASPIRATIONAL OBJECTIVES 2025-26

- **REVIEW ANNUAL MAINTENANCE PLAN**

- CONTINUE WORK WITH FWAG DEVELOPING POND
- CONTINUE TO RECLAIM AND DEVELOP WILDFLOWER AREAS
- ENSURE CLEAR WATER THROUGH REED AND SEDGE MANAGEMENT
- BUILD ON NETWORK OF COMMUNITY VOLUNTEERS – USE OF SOCIAL MEDIA
- DEVELOP LINKS WITH SCHOOLS AND YOUNG COMMUNITY GROUPS
- LIASE WITH RELEVANT BODIES TO ARRANGE A REPTILE SURVEY

STOCKBRIDGE MEADOWS ASPIRATIONAL OBJECTIVES 2026-27

- **REVIEW ANNUAL MAINTENANCE PLAN**

- CONSIDER USE OF GRAZING ANIMALS FOR WILDFLOWER MEADOWS – RISK ASSESSMENT AND HEALTH AND SAFETY ISSUES
- PLANT FWAG POND AND ENSURE HABITAT SUITABLE – SURVEY FOR NEWTS
- CONSIDER NEED FOR TREE SURVEY AND CONSIDERATION OF TREE REPLACEMENT PLAN

STOCKBRIDGE MEADOWS ASPIRATIONAL OBJECTIVES 2027-28

- **REVIEW ANNUAL MAINTENANCE PLAN**

- ASSESS GRAZING ANIMALS FEASABILITY IN LINE WITH PREVIOUS FINDINGS
- ARRANGE SURVEYS FOR SMALL MAMMALS TO EVALULATE AGAIN PREVIOUS FINDINGS
- CONTINUE RESEEDING WILDFLOWER MEADOWS AS APPROPRIATE

STOCKBRIDGE MEADOWS ASPIRATIONAL OBJECTIVES 2028-29

- **REVIEW ANNUAL MAINTENANCE PLAN**

- **CONSIDER FUTURE POSSIBLE DEVELOPMENTS**
- **CONTINUE DEVELOPING PUBLIC UNDERSTANDING OF NATURE RESERVES**

MELBOURN PARISH COUNCIL

Doc. No.: 4.23
Version: 6
Date approved: June 2024
Review date: May 2025

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week4	
Moor Play Park	19-10-26	26-10-26	2-11-26	10-11-26	
Village Car Park	19-10-26	26-10-26	2-11-26	9-11-26	
War Memorial	19-10-26	26-10-26	2-11-26	9-11-26	
Littlehands and Access Way	19-10-26	26-10-26	2-11-26	10-11-26	
New Rec. Ground	19-10-26	26-10-26	2-11-26	10-11-26	
Clear Cres.Play Park	19-10-26	26-10-26	2-11-26	9-11-26	
Orchard Road Cemetery	19-10-26	26-10-26	2-11-26	9-11-26	
New Road C/metery	19-10-26	26-10-26	2-11-26	9-11-26	
Old Recreation Ground	19-10-26	26-10-26	2-11-26	10-11-26	
Pavilion	19-10-26	26-10-26	3-11-26	10-11-26	
All Saints' C/Yard	19-10-26	26-10-26	2-11-26	9-11-26	
Jubilee Orchard	19-10-26	26-10-26	3-11-26	10-11-26	
Armingford Cres.	19-10-26	26-10-26	2-11-26	9-11-26	

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens	14-10-26 ✓ 26-10-26 ✓ 2-11-26 ✓			
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens		26-10-26 ✓		
Record cleaning and descaling	Cleaning contractor			–	
Showers – descale and disinfect	Cleaning Contractor			–	
Disinfect hot water unit in kitchen	Cleaning Contractor			–	
Hot water cylinders – check water temp (should be 60c)	Wardens			2-11-26 ✓ only 32c	
Fit automatic flushing values to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				–
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				✓
Check insulation to pipework where required	Heating contractor				✓

Pavilion Defibrillator	14-10-26 SF	26-10-26 SF	2-11-26 SF		
Doctors Surgery Defibrillator	14-10-26 SF	26-10-26 SF	2-11-26 SF	4-11-26 SF	
Beechwood Avenue	14-10-26 SF		2-11-26 SF		
Millennium Copse	14-10-26 SF		2-11-26 SF		
Worcester Way	14-10-26 SF	26-10-26 SF	3-11-26 SF	4-11-26 SF	
Allotments	14-10-26 SF				
Fire Engine Shed				4-11-26 SF	
Chalkhill Barrow		26-10-26 SF			
Elm Way		26-10-26 SF			
Stockbridge M.			KR.		

09/08/2026	Stockbridge Meadows	Fire lit - no reports at the time. Reported on Monday AM	Wardens	Fire damage		Wardens assessed the area. Further reports on 12/08 followed up and continued watch placed on area.
13/08/2026	The Moor	Fire evidence during ASB patrol by South Cambs	South Cambs	Fire damage		Fire damage reported - no evidence of how or when it was started.
13/08/2026	The Moor / Vicarage Close	ASB Patrol by South Cambs Housing Enforcement	South Cambs	ASB		Distric staff put up posters about surveilance and conducted a ASB patrol of The Moor area. Spoke to YP about behaviours and addressed concerns around underage drinking and using the area late at night.
05/09/2026	Community Hub	Damage to outside of building reported.	MOP	ASB / Property damage		Damage to be assessed by Wardens. Hub to check CCTV.
08/09/2026	High Street Car Park	Fencing damaged / pushed over.	Office	Property damage		Damage to be assessed by Wardens. No coverage on CCTV. Fencing removed and not replaced as no longer needed.
12/09/2026	High Street Car Park	RTC - Fencing and signage damaged.	MOP	Property damage (accidential)		MOP shared insurance details. Office has contacted insurers and will confirm damage and costs. CCTV of incident made available. Insurers confirmed acceptance of costs - breakdown to be provided for review.
17/09/2026	Train Station (Melbourn)	Two bikes confirmed as stolen from Melbourn side of platform. Brake cables cut on other bikes.	MOP	Theft		Rail group informed users to take care. Reports to PCSO made via MOPs.
13/10/2026	Old Rec	Damaged dog foul bin.	Office	Property damage		Wardens fixed.
13/10/2026	New Rec / The Moor	Young children in control of pony and trap attempting to gain access to New Rec.	MOP	ASB		Reported by resident to 101. Follow up with PCSO.
13/10/2026	The Moor / MVC	Young people attempting to gain access to building works on Old Rec. General poor bahviour, screaming and shouting.	MOP	ASB		Noted and reported to Connections Bus.
14/10/2026	New Rec	Young children in control of pony and trap gained access to the New Rec.	MOP	ASB		Reported by resident to 101. Follow up with PCSO.
23/10/2026	Beechwood Ave	House fire - empty house set alight, spreading to neighbouring property	MOP	Fire damage	Yes	Devestating fire at house on Beechwood Ave - attendance by all emergency services. SCDC Housing team informed and working on actions. 18 year old male arrested.
27/10/2026	Vicarage Close	Report from local business that two employees were approached and felt unsafe on their walk to Meldreth station.	MOP	Other	Yes	Received correspondence from local business and spoken to PCSO about actions to be taken.
09/11/2026	Moor Play Park	Metal fencing bent and causing health and safety issue.	MOP	Property damage		Wardens acting to repair the fencing and make safe.

From: [redacted]
To: Abi Williams
Cc: [redacted]
Subject: Melbourn Greenway - installation of Vivacity camera
Date: 03 November 2026 10:02:16
Attachments: image001.png
image002.png

Dear Abi,

I hope you're well.

We wanted to let the parish council know that we will be installing a Vivacity camera in the village as part of our monitoring and evaluation for the Melbourn Greenway. The camera will be installed on the lighting column circled in the image below and is being installed in advance of any construction work in order to capture both pre- and post-implementation data.



If you have any questions, please let me know.

Kind regards,

[redacted]

[redacted]
Assistant Project Manager | Greater Cambridge Partnership
[redacted]

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Abi Williams

From: [redacted]
Sent: 15 November 2026 16:23
To: [redacted]
Subject: Inaugural River Rhee Catchment Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Parish Clerks for villages in the River Rhee Catchment,

An inaugural River Rhee Catchment Meeting will be held on 27th January 2027. Together we will start building a vision for the River Rhee catchment. Please reserve your place here or on the link below.

Organisations and individuals who are interested in working together to improve the river for nature and the community are welcome, including: parish councils and local government, volunteer groups, farmers, land-owners and managers, local residents, interested charities and NGOs, regulators, water companies, and local businesses.

The meeting will be hosted in partnership with Friends of the Rhee, The Rivers Trust, and the Cam Catchment Partnership.

Please share with your Parish Councillors and with people in your village and beyond, who you think might be interested. They can reserve their place here or in the link below.

We look forwards to seeing you on the 27th.

https://www.rivercam.org.uk/events/inaugural-river-rhee-catchment-meeting/

Lara Hawkins
Haslingfield

Friends of the Rhee
Friends of the Rhee, Haslingfield Parish Council website
Cam Catchment Partnership
The Rivers Trust

EXTERNAL - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 November 2026

Details of work required	Reported by	Notes	Actions	WHO?
Various Highways reports	Residents	Many reports of action required on Highways reporting tool.	Watch responses - follow up if not actioned in suitable timeframe.	CCC
Unsafe tree	Resident	Dead tree on Bramley Ave.	Contacted SCDC Housing team who will carry out works.	SCDC

PARISH - Maintenance Committee Jobs Spreadsheet - LISTING DATE: Meeting 18 November 2026

Details of work	Reported by	Notes	Actions	WHO?
Bin replacement	Office	Rota of bin replacements across village to be confirmed.	Ongoing	Office / Wardens
Benches	Wardens	Wardens have highlighted benches that need cleaning / treating.	Wardens to complete as and when suitable.	Wardens
Barriers at Little Hands	Wardens	Fire door barriers installed. Floor marking to follow if needed.	Ongoing.	Office / Wardens
ROSPA	Office	Ongoing actions following ROSPA inspections.	DC to work with Wardens to complete / assign works.	Office / Wardens
Bowls Club Path	Cllr	Investigate upgrading path near bowls club with gravel grids.	Office to provide committee with quotes and proceed appropriately.	Office
All Saints Wall - coping stones	Office	Unsafe coping stones to two sides of All Saints wall.	Quotes being gathered for remedial work.	Office

Letters to residents about encroaching on pathway / roadway / open sapces

	Number of letters	
[redacted] High Street	1	Actioned.
High Street	1	Actioned.
[redacted] Beechwood Ave	4	*Offered assistance, requested permission to carry out works, With Environment SCDC. Further complaints of vermin. Works being completed. Reports of concern over building - reported to 101. Building destroyed by fire.*
[redacted] High Street	5	*Actioned.*
[redacted] Norgetts Lane	1	*Actioned. With SCDC housing.*
[redacted] Norgetts Lane	1	*Actioned. With SCDC housing.*
[redacted] High Street	4	*Actioned. Sent Feb 2026. Asked compliance officer for assistance as no works completed after requests.*
[redacted] High Street	2	*Actioned.*
[redacted] Victoria Way	1	No action required.
[redacted] High Street	1	Actioned.
[redacted] Water Lane	2	Actioned.
[redacted] High Street	1	Actioned.
[redacted] High Street	1	Actioned.
[redacted]	1	Actioned. Asked Highways for advice - safety issue. Picked up by compliance officer - awaiting works.Worls completed.
[redacted] Beeton Close	1	Actioned.
[redacted] Cedar Close	2	Actioned.
[redacted] High Street	1	Actioned. Flyer posted - actioned
[redacted] Orchard Road	1	Actioned.
[redacted] Greengage Rise	1	Actioned.
[redacted] Greengage Rise	1	Actioned.

MA138 2627a) New Road Cemetery – bench restoration proposal

Background

Two oak benches sit atop the saxon burial mound in New Road Cemetery.

The benches were created by Matthew Sanderson, the designer of the New Road Cemetery gates and were installed in 2015/16 to reflect the intended design of the cemetery and create a focal point on entry to the area.

Proposal

The benches are now showing their age and require restoration.





It is proposed that the existing benches are retained and restored in situ, preserving their relationship with the cemetery gates and the intended design of the area. Memorial opportunities for the two families would be considered alongside this restoration, rather than replacing the existing benches.

Two families have approached Melbourn Parish Council with a request to instal a bench on the top of the mound – the area holds significant emotional value for both families and they would like to enhance the area with the provision of new benches.

The proposal looked at replacing the benches with newer hardwood benches as can been seen in the rest of the cemetery.



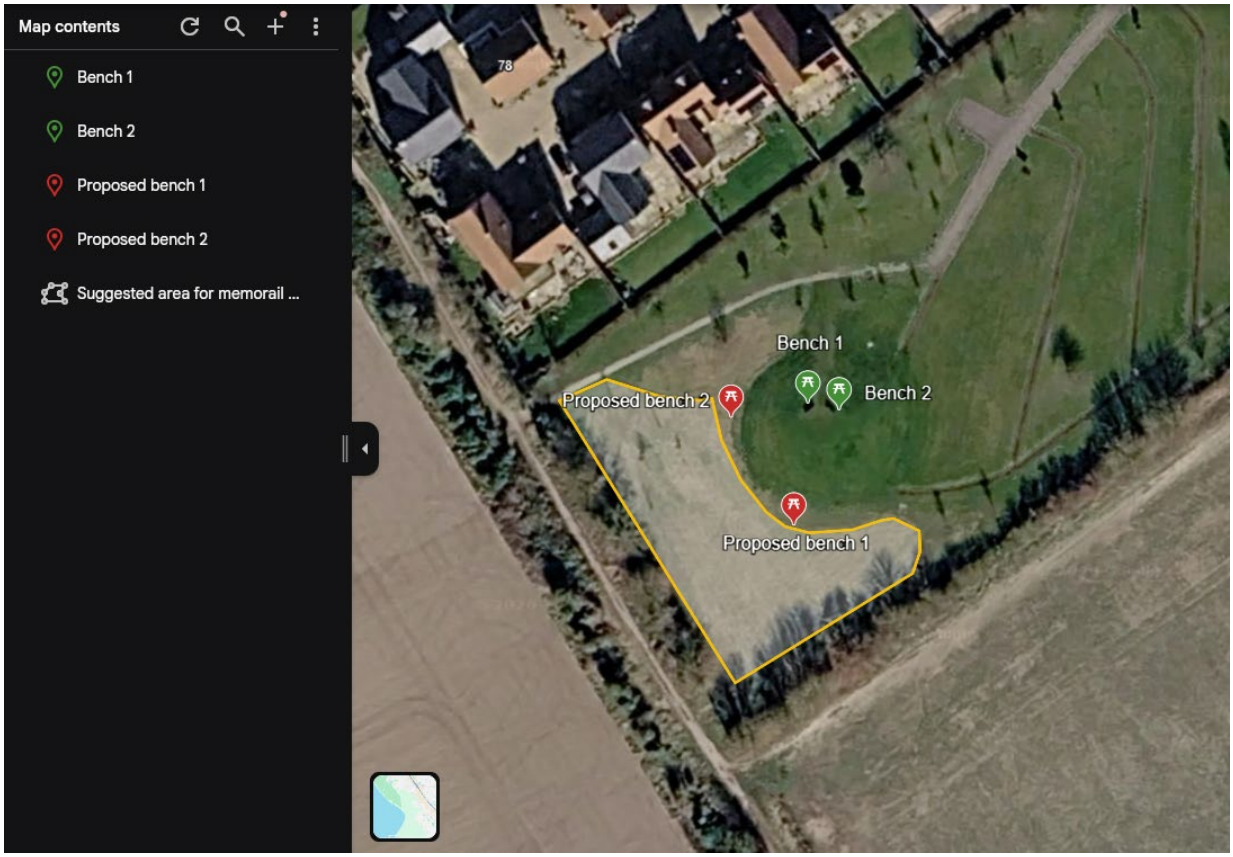
https://memorialbenchesuk.co.uk/products/teak-memorial-bench-3-seat-marden

In discussion with the Wardens, some of whom were involved in the installation of the benches, it was noted that the current benches were commissioned specifically for the area by the same artist that created the gates, Matthew Sanderson. The benches were created to echo the style of the gates and ensure a cohesive design for the area.

It was noted that the benches had not been part of a maintenance schedule and going forward should be added to an annual maintenance programme to ensure they are protected. Wardens are looking at the process needed and will attempt to restore the benches.

In an attempt to support the families wishing to instal a memorial it could be suggested that new benches are commissioned for the proposed memorial copse area (shown below). These could either be the same style of benches, assuming that Matthew Sanderson still produces them, or they could be similar to the other hardwood benches installed in other areas of the cemetery (to be chosen by the families).

MA138 2627a) New Road Cemetery – bench restoration proposal



https://earth.google.com/earth/d/1CJoT3Iuex0frKHE2AAHJuyZlPrd9iefU?usp=sharing

Consideration

The Committee is asked to note that restoration of the existing benches is already in progress and to consider the memorial provision to accompany it: restoration without an additional memorial offer; an offer of memorial plaques; or an offer of new memorial benches in the proposed memorial copse. The Committee is also asked to consider whether both memorial options may be offered.

- Restore the existing benches without an additional memorial offer. *Restoration is being completed now.*

- Offer interested parties a memorial plaque on restored benches (assuming they are happy with the state of the benches post restoration) – costs to be decided.

- Offer interested parties the option of purchasing a memorial bench for placement in the proposed memorial copse.

Herts & Cambs Ground Maintenance Ltd

SUMMER HOUSE FARM NEW ROAD, MELBOURN
ROYSTON, Hertfordshire, SG8 6DL
United Kingdom

Telephone 07968 365833
Email justin@hcgmltd.co.uk

VAT Registration Number
GB 987421972

Invoice To
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn, Royston
Herts
SG8 6DZ

Customer	Melbourn Parish Council

Invoice Number	SI-4592	**Invoice Date**	06/11/2026	**Due Date**	06/12/2026

Description	Net	% VAT	VAT	Total
Empty soil store NR Cemetery	560.00	20.00	112.00	672.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£560.00	£112.00

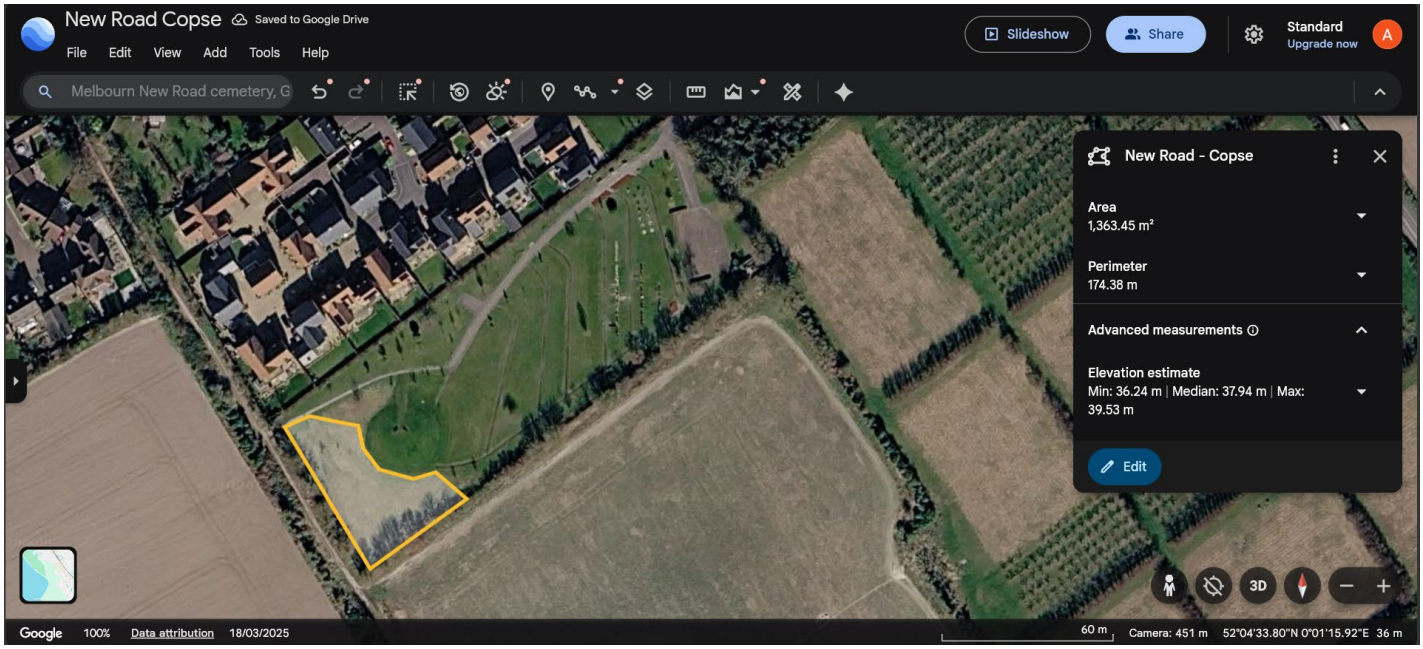
Total Net	560.00
Total VAT	112.00
Total	£672.00

Notes
Bank Account Details: -

Sort Code: 30-97-16
Account Number: 24993668

Terms and Conditions
Payment Terms: Net 30 Days

New Road Cemetery – Copse proposal



Site Name	New Road Cemetery
Proposed Copse Area	Approx. 1,300m^2
Current use	'wild grass area' around the base of the mound, cut a couple of times a year.
Ongoing plans	This area is designated as the scattered ashes area for New Road Cemetery. A 'moongate' is proposed to formalise the area and provide a charged memorial option for users.
Proposal	A copse to be installed in the area in memory of Cllr Travis and his dedication to the community. Approval would be sought from the family. An application could be made to The Woodland Trust free trees for the copse pack. Ongoing maintenance costs should be minimal once established. An uplift to the 2 yearly tree inspection should be expected once established.
Benefits	A fitting memorial as requested by multiple residents, fellow Cllrs. A copse such as this could create pockets of shade for people to enjoy, a place for people to reflect and homes for wildlife to thrive.
Consideration	To consider the appropriateness of a memorial such as suggested and to consider set up and ongoing costs. Costs would include planting fees (assuming copse trees were awarded under the free trees scheme at The Woodland Trust) TBC and any ongoing maintenance costs TBC.



Copse pack

Create a mini forest, plant small groups of trees or line a walkway or boundary. This pack could create pockets of shade for people to enjoy, a place for students to learn, homes for wildlife to thrive and much more.

- Minimum land required: 1x tennis court
- Trees: 30
- Species: 10x silver birch, 10x rowan, 10x wild cherry
- Suitable for hedging? No

https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/

Tax Invoice

Bill to
Melbourn Community Centre
30 High Street
Melbourn
Melbourn
SG8 6DZ

parishclerk@melbournpc.co.uk

Airway Air Conditioning Limited
8 Burrel Road
St Ives
Cambridge
PE27 3LE
GBR

CRN: 03278509
VAT: 684059215
accounts@airway-group.co.uk
+United Kingdom 01480 831010

Amount due	Due date	Issue date	Invoice number
£156.00	**21 Nov 2026**	**22 Oct 2026**	**026938**

View and pay online

Description	Quantity	Price	Tax	Amount
Labour	1	55.00	20%	55.00
Call Out Fee	1	75.00	20%	75.00
Attention site for call out to The air-conditioning unit in the kitchen in Melbourn Hub is not working.	1	0.00		0.00

Subtotal	130.00
Total VAT 20%	26.00
Total	156.00
Amount due	**£156.00**

View and pay online

Barclays Bank
20-43-63
90762369
Payment Terms Strictly 30 Days